

URBAN
MUNICIPAL

CA4 ON HBL V89
A35
2001

AGENDAS/MINUTES
HAMILTON ENTERTAINMENT &
CONVENTION CENTRE BOARD
OF DIRECTORS MEETINGS
FEB. 8, 2001 ...

REGULAR MEETING OF THE BOARD OF DIRECTORS

CA4 ON HBL V89

A35

2001

Thursday, February 8, 2001

12:00 P.M.

Hamilton Convention Centre

Room 314

(Lunch Served at 11:30 a.m.)

URBAN MUNICIPAL

MAR 28 2001

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. Community Dinner : CYO Celebrity Dinner : February 21, 2001
B. Purchasing Policy

Attachment A
Attachment B

INFORMATION ITEMS

2. Correspondence Attachment 2
3. Minutes of Regular Meeting Held November 29, 2000 Attachment 3
- 3.1 Errors or Omissions
- 3.2 Motion for Approval
4. Business Arising from the Minutes
5. Reports
- 5.1 Occupational Health & Safety Attachment 5.1
- 5.2 Future Confirmed Events/Bookings Attachment 5.2
- 5.3 Report from Director of Operations Attachment 5.3
6. Private and Confidential
7. New Business
8. Other Business
- 8.1 Historical Information : H.E.C.F.I. Members of the Board Attachment 8.1
9. Date of Next Meeting: At the Call of the Chair
10. Adjournment

OUTSTANDING BUSINESS

- (i) Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities
- (ii) CEO to meet with GM of Community Services Re Exclusive Concert Rights at Ivor Wynn Stadium

LIBRARY MUNICIPAL

MAR 28 1981

GOVERNMENT DOCUMENTS

A

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO

DATE: 2001 February 2

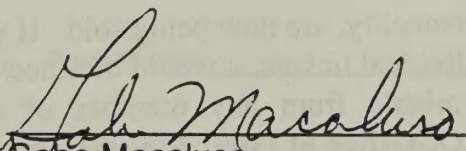
SUBJECT: **COMMUNITY DINNER : C.Y.O. Celebrity Dinner**
Wednesday, February 21, 2001

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE TWO TICKETS AT A COST NOT TO EXCEED \$200 TO THE C.Y.O. CELEBRITY DINNER TO BE HELD AT CARMEN'S BANQUET CENTRE, FEBRUARY 21, 2001.

BACKGROUND:

- The C.Y.O. will present its 15th annual Celebrity Dinner on the 21st of February. The event is a high profile one which attracts a broad cross section of business and community representatives. The HECFI Board has had a presence at this prestigious function for the past three years.
- Funds are available in the Board's allocation for meetings and receptions.


Gabe Macaluso
Managing Director/CEO



JAN 4 2001

CYO CELEBRITY DINNER

735 King Street East, Suite #3, Hamilton, Ontario L8M 1A1 Phone: (905) 528-0011 Fax: (905) 546-5779

Charitable Registration # 11884-1378 RR-0001

January, 2001

C.Y.O CELEBRITY DINNER COMMITTEE

HONORARY CHAIRMAN

Craig Dowhaniuk
Morgan Firestone Foundation

PAST HONORARY CHAIRMAN

Colin Millar

DINNER CHAIRMAN

Reno Violin

PROGRAM CO-ORDINATOR

Tom Gallagher

COMMITTEE

Ron Binns
Lou Calazzo
Mike Campanella
Laurette Carnegie
Shirley Collins
Nicole Condari
Rory Cornale
Waldo Corsini
William Cox
Mario Cupido
Pat Daly
Frank DeNardis
Andrea DeSantis
Phil DiFrancesco
Mike DiPaolo
Greg Donelson
Bob Dunn
Donald Dunn
Al Duwyn
John Gallagher
Marie Gallagher
Mary Gallagher
Kim Galvin
Mary Gillen
Barry Gowan
Jim Hughes
Art Kelly
Tom Kemp
Isabelle Lanza
Sergio Manchia
Lynda Marchese
Bernie Morelli
Mike Morreale
Dennis O'Brien
Laurine O'Sullivan
Mario Paron
Jack Pelech
Tom Rocchi
Frank Salvatori
Joe Sardo
Peter Sullivan
Albert Vesprini
Mark Walton
Al Ward
David Wassmansdorf
Wally Zatylny

EXECUTIVE DIRECTOR, C.Y.O.

Peter Rosser

Dear Friend,

It is a great pleasure to invite you to attend **the 15th Annual C.Y.O. Celebrity Dinner** to be held on **Wednesday, February 21, 2001**, at Carmen's Banquet Centre, 1520 Stone Church Road East, Hamilton.

The Dinner is the C.Y.O.'s major fund-raising effort in support of Camp Brébeuf and Camp Marydale's special summer program for disabled children. The C.Y.O. will require the proceeds from the Dinner and other voluntary donations to continue serving these deserving children this year.

In the past fourteen years, this event has received tremendous community support - a sell-out crowd of over 1000 people attended last year's dinner. Our volunteer committee is convinced that this very generous support reflects genuine commitment to a truly worthwhile cause. Last summer 250 disabled children participated in the C.Y.O.'s community-wide special, integrated One-to-One camping program.

The C.Y.O. Celebrity Dinner helps make these programs possible. This year our goal is to raise \$55,000 for these special camp needs. We are asking for your continued support to help make this year's dinner a success. The need has never been greater.

Tables of ten, including the guest personality, are now being sold. If you could help us with a table or with individual tickets, it would be sincerely appreciated. Tickets are now available from any member of our Committee or by phoning the **C.Y.O. Office at (905) 528-0011 or fax to (905) 546-5779**. An order form is enclosed for your convenience.

We invite you to mark your calendar, **Wednesday, February 21, 2001** and plan to join us. Please reserve early! Forward your cheque with the order form.

It's a great night for a good cause!

Sincerely yours,

Craig Dowhaniuk
Morgan Firestone Foundation
Honorary Chairman

Reno Violin
Dinner Chairman

Peter Rosser
Executive Director

15th Annual C.Y.O. Celebrity Dinner

TICKET ORDER FORM

All proceeds to C.Y.O. Camp Brébeuf-Camp Marydale-Special Camp Projects

Wednesday, February 21, 2001

Carmen's Banquet Centre
1520 Stonechurch Road East
Hamilton, Ontario

Reception 5:30 – 6:50 p.m.

Dinner 7:15 p.m. (sharp)

Ticket prices: **\$100.00** (per person)

Tables of Ten (without) or Nine (with Guest Personality) Available

Includes:

\$60.00 Charitable Tax Receipt

Reception (Host Bar)

Six Course Dinner

Complimentary Wine with Dinner

Parking

**For further information please call Mrs. Marie Gallagher at the C.Y.O. Office
(905) 528-0011 or Fax (905) 546-5779**

— Cut along line —

15th Annual C.Y.O. Celebrity Dinner

Please forward: _____ ticket(s) at \$100.00 per ticket to:

Name: _____ Company: _____

Address: _____ City: _____

Postal Code: _____ Business Phone: () _____

Fax: () _____

☐ I am not able to attend the 14th Annual C.Y.O. Celebrity Dinner but would like to make a donation. \$ _____

Please make cheques payable to:

(Payment must
accompany order)

**C.Y.O. Celebrity Dinner
735 King Street East, Suite #3
Hamilton, Ontario L8M 1A1**

Attention: Mrs. Marie Gallagher

**Please forward the names of your table guests along with your cheque.
We have enclosed a Table Guest List sheet for your convenience.**

15th Annual C.Y.O. Celebrity Dinner

Wednesday, February 21, 2001

735 King Street East, Suite #3

Hamilton, ON L8M 1A1

Phone 905 528-0011 or Fax: 905 546-5779

Attention: Mrs. Marie Gallagher

Please forward this form with your cheque.

We will need the names of your table guests by January 31, 2001 at the latest.

Table Guest List

Company: _____

Contact: _____

Business Phone: () _____

Home Phone: _____ **Fax:** _____

Name	Company Name (if different from above)
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1. _____	_____
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2. _____	_____
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3. _____	_____
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4. _____	_____
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5. _____	_____
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6. _____	_____
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7. _____	_____
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8. _____	_____
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9. _____	_____
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10. _____	_____
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Hamilton
Entertainment
and Convention
Facilities Inc.

B

FOR ACTION

MEMO TO: HECFI BOARD OF DIRECTORS

FROM: Mr. G. Macaluso
Managing Director/C.E.O.

Mr. R. DiFilippo, CA
Manager of Business Services

DATE: 30 January 2001

SUBJECT: PURCHASING POLICY

RECOMMENDATION:

THAT THE PURCHASING POLICY, AS ATTACHED, WHICH WAS ADOPTED ON DECEMBER 19, 2000 BY THE TRANSITION BOARD OF THE CITY OF HAMILTON BE APPROVED BY HECFI WITH THE FOLLOWING AMMENDMENTS:

ALL REFERENCES (WHERE APPLICABLE) MADE TO:

- (i) THE CITY IS TO BE REPLACED WITH HECFI;**
- (ii) THE COUNCIL IS TO BE REPLACED WITH THE HECFI BOARD;**
- (iii) THE CITY MANAGER IS TO BE REPLACED WITH THE MANAGING DIRECTOR.C.E.O.; AND**
- (iv) GENERAL MANAGER OR EXECUTIVE DIRECTOR IS TO BE REPLACED WITH HECFI MANAGEMENT DIRECTOR.**

FINANCIAL IMPLICATIONS:

Purchases to be made under this policy are conditional upon the availability of funds in the capital and/or operating budgets.

BACKGROUND:

The Transition Board at its meeting held December 19, 2000 approved the attached Purchasing Policy. HECFI Management recommends immediate adoption of the policy, since HECFI and the City have always adhered to the same Purchasing Policy.

HECFI Board of Directors
Purchasing Policy

Page 2

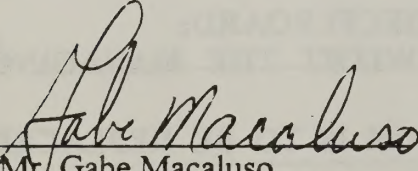
The major change being recommended to the current purchasing policy for HECFI relates to the level of authority to be delegated to staff by the Board. The current and proposed levels of delegated authority are shown below:

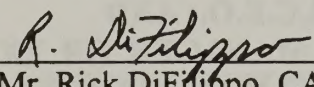
Levels of Delegated Authority

Authority Level	Proposed	Current
Board	Over \$250,000	Over \$150,000
Managing Director/C.E.O.	\$100,001 - \$250,000	\$60,001 - \$150,000
Management Directors	Up to \$100,000	Up to \$60,000

In addition, the Manager of Business Services will prepare a semi-annual status report to the Board on acquisitions in excess of \$100,000 which shall identify those acquisitions:

- a) currently out for bid;
- b) which have been publicly opened and are under review;
- c) which have been approved for award and are awaiting contract execution; and
- d) which have been executed during the previous month.


Mr. Gabe Macaluso
Managing Director/C.E.O.


Mr. Rick DiFilippo, CA
Manager of Business Services

RD:mm

Attachment

TRANSITION BOARD FOR THE NEW CITY OF HAMILTON

- RECOMMENDATION -

DATE: December 14, 2000

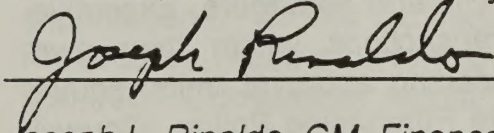
REPORT TO: Chairman and Members
Transition Board for the New City of Hamilton

FROM: Joseph L. Rinaldo
General Manager, Finance & Corporate Services

SUBJECT: Purchasing Policy for the New City of Hamilton
(TB0101)

RECOMMENDATION

That the attached Purchasing Policy be adopted for the New City of Hamilton with an effective date of January 1, 2001.



Joseph L. Rinaldo, GM, Finance & Corporate Services

BACKGROUND

The Transition Board for the New City of Hamilton has been authorized through Provincial Legislation to approve policies for the New City of Hamilton including the Purchasing Policy. This report contains the highlights of the attached Purchasing Policy now before the Transition Board for approval.

The Purchasing Policy has been developed after analysis of industry standards, a review and comparison of existing policies within area municipalities, and discussion with department heads, end users and corporate legal counsel.

The policy allows staff to fulfill their responsibilities to Council in an efficient and effective manner through appropriate approval levels, authority to award contracts after completion of an open, fair and equitable selection process, and the establishment of a roster for pre-qualified professional service providers.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS

POLICY HIGHLIGHTS

APPROVAL AUTHORITY

Council annually approves the corporation's operating and capital budget. It is this document that lays out the planned activities of the corporation for the next 1 to 3 years. Once Council approves the budget, staff has authority to put plans into action.

Daily activity is then the responsibility of the City Manager, General Managers, Executive Directors and delegated staff. The purchasing policy outlines appropriate dollar limits of approval for management and their staff to allow for efficient operation and effective service delivery. General Managers, Executive Directors and their delegated staff approve transactions within their own particular approved budget. Financial activity exceeding approval limits require Council or City Manager approval as outlined in the Purchasing Policy. Council is further provided with various monthly and quarterly reports measuring management's success in achieving Council's mandate within the approved budget.

BEST BUY, COMPETITIVE PRICE

The policy requires that goods or services meeting corporate specifications be purchased at the most competitive price in an open, fair and equitable way. The competitive process requires clearly written specifications and a defined selection process that includes the total acquisition cost of the good or service purchased. Effectiveness is how well purchased goods or services meet or exceed requirements, defined in the specifications. Efficiency is measured by the life cycle cost of the good or service purchased. The objective of the purchasing policy is to ensure that the good or service meeting stated specification is purchased at a competitive price. The lowest acceptable bid must reflect these attributes for it to be considered the "successful bid". If the successful bid is within the Council approved budget, management is then empowered to award the goods or services required. Tenders and proposals not recommended to the lowest acceptable bid or in excess of the approved budget require the City Manager or Council's approval, as defined in the Purchasing Policy, before being awarded. A semi-annual report will also be submitted to Council identifying awarded proposals and tenders in excess of \$100,000.

POLICY HIGHLIGHTS

CONSULTING ROSTER

Environmental Services, Transportation and Operations and Community Services require the on-going services of professional engineers, architects and other consultants to implement and complete Council approved works. Current policies and practices of publicly tendering every consulting project, selecting a successful bidder and formalizing an agreement negatively impacts their timely completion. To achieve the expectation of an efficient operation, the attached policy recommends annual pre-qualification of professional services for the creation of a roster. Procedures require the roster be created annually from responses received after a formal call is publicly advertised. A committee of city staff with relevant background and experience will evaluate the submissions against pre-established requirements. Projects not exceeding \$100,000 are assigned to consultants, on the roster, meeting experience and service level expectations. Works exceeding \$100,000 use the open competitive process. Procedures require performance evaluations be completed for all works over \$50,000. Consultants regularly receiving poor performance evaluations will be removed from the roster for a period not to exceed 2 years. Quarterly reports summarizing consulting activity are to be submitted to the City Manager. This report provides opportunity to ensure a fair and equitable distribution of projects.

SUSTAINABLE DEVELOPMENT IMPLICATIONS:

(Vision 2020, adopted by Regional Council as their vision for the future of Hamilton-Wentworth, embodies the concept of a sustainable community which is an equal balance of the economy, the environment, and social/health factors in all regional decision-making).

N/A

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES

Purchasing Division

Purchasing Policies and Procedures For "The New City of Hamilton"

**Approved By Transition Board
On:**

December 19, 2000

Report Number:

TB0101

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Purchasing Policy Index

	Page
Purchasing Policy Index	2 & 3
Vision and Values for the Future	4
Section 1 ➡ <i>Purchasing Objectives</i>	5
Section 2 ➡ <i>Defining the Responsibilities & Prohibitions of Procuring Goods and Services</i>	6 & 7
Section 3 ➡ <i>Definitions</i>	8 & 9
Section 4 ➡ <i>Policies</i>	
1. Vendor List	10
2. Pre-Qualification of Acceptable Bidders	11 & 12
3. Specifications	13
4. Approval Authority	14
5. General Acquisition Process	
5A • Low Dollar Value Purchases	15
5B • Informal Quotations	16
5C • Formal Quotations	17
5D • Tenders & Proposals	18
6. Council Approval of Contracts	19
7. Construction Contracts	20
8. Performance Evaluation	21
9. Consulting & Professional Services	22 & 23
10. Emergency Purchases	24
11. Negotiation	25
12. Cooperative Purchasing	26
13. Authority to Execute Contracts	27
14. Standardization	28
15. Procurement Cards	29
16. Disposal of Surplus Goods	30
17. Conflict of Interest	31
18. Compliance to Purchasing Policies	32
19. Review of Purchasing Policies and Procedures	33

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Purchasing Policy Index

		Page
Schedule "A" ➡	<i>A Statement of Ethics for Public Purchasers</i>	34
Schedule "B" ➡	<i>Recurring or Non-Competitive Expenditures</i>	35
Section 5 ➡	<i>Procedures</i>	<i>Currently Under Development</i>
PR-1	Procedure for Vendor List	
PR-2	Procedure for Approval Authority	
PR-3	Procedure for Low Dollar Value Purchases	
PR-4	Procedure for Informal Quotations	
PR-5	Procedure for Formal Quotations	
PR-6	Procedure for Tenders	
PR-7	Procedure for Proposals	
PR-8	Procedure for Council Approval of Contracts	
PR-9	Procedure for Performance Evaluation	
PR-10	Procedure for Consulting & Professional Services	
PR-11	Procedure for Negotiation	
PR-12	Procedure for Authority to Execute Contracts	
PR-13	Procedure for Procurement Cards	
PR-14	Procedure for Disposal of Surplus Goods	
Schedule "C" ➡	<i>Bidder's Guidelines Regarding Tender Irregularities For Construction Contracts</i>	36 & 37
Reference	<i>PeopleSoft Financials 7.5 Training Manual</i>	

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

VISION AND VALUES FOR THE FUTURE

Mission

- To ensure that the Purchasing function meets the current and future needs of the Corporation, provides an economical and efficient service and is considered a value-added partner in the securing of goods and/or services for the Corporation.

Vision

- A team of resourceful skilled professionals, working in partnership with their customers to procure the best product/service in the most efficient manner.

Our Corporation Values

- Communication
- Integrity/Ethics
- Flexibility
- Responsive to Customer Needs
- Accountable
- Timeliness
- Knowledgeable
- Facilitator
- Continuous Improvement
- Innovative
- Excellence
- Team work

**currently under review

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Purchasing Objectives

SECTION 1

Date Approved: December 19, 2000

1. Procure the necessary quality and quantity of goods and/or services in an efficient, timely and cost effective manner, while maintaining the controls necessary for a public institution, in accordance with the Purchasing Policies as approved by Council.
2. Encourage the most open, competitive bidding process practicable for the acquisition and disposal of goods and/or services, and the objective and equitable treatment of all vendors.
3. Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task. This may include, but not be limited to, acquisition cost, installation, disposal value, disposal cost, training cost, maintenance cost, quality of performance and environmental impact.
4. Further, the City of Hamilton's commitment to procure goods and/or services with due regard to the preservation of the natural environment and to encourage the use of "environmentally friendly" products and services, as supported by the Pollution Prevention Committee.

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Defining the Responsibilities & Prohibitions of Procuring Goods and Services

SECTION 2

Date Approved: December 19, 2000

General Responsibilities

1. All City staff delegated with purchasing authority shall follow the guidelines set out in "A Statement of Ethics for Public Purchasers" established by the Ontario Public Buyers' Association, attached as Schedule "A", the City's Code of Conduct Policy No. 7.3, and Conflict of Interest Purchasing Policy #17.
2. Procurement activities shall be subject to all applicable City policies and by-laws, any specific provisions of the Municipal Act, and all other relevant Federal and Provincial legislation.

Purchasing Services Responsibilities

The Director of Finance and the General Manager of Finance and Corporate Services shall operate a centralized purchasing unit on behalf of the City in accordance with the requirements of these Policies. In carrying out this responsibility the General Manager of Finance and Corporate Services may appoint designated officials to act on behalf of the City in entering into contracts with third parties. The General Manager of Finance and Corporate Services may limit the purchasing authority of the designated officials, as he deems appropriate. The Purchasing Services Division will therefore have the following specific responsibilities:

1. Be responsible for the administration of the Corporate Purchasing Policies, Guidelines and Procedures, and will continually review the corporate use of goods and/or services to ensure the City is receiving the best quality, quantity, service, price, etc.
2. Ensure that business transactions are conducted ethically and professionally.
3. To advise on the practicability of specifications to ensure a maximum number of competitive bids and vendor's ability to supply.
4. Ensure that qualified vendors receive requests for Tenders, Proposals, and Quotations.
5. Process Purchase Orders.
6. Advise and assist in the preparation of agreements when requested.
7. Provide training and documentation on how to use the Purchasing module to users of the system. Supply copies of the policies and procedures to all staff who have been delegated purchasing authority and training as required to ensure clear understanding of the corporate expectations.

Purchasing Services Responsibilities – continued

8. Maintain records of business transactions as required.
9. Communicate on all developments in the field of purchasing by all governments, trade associations and private business.
10. Take advantage of opportunities to further their knowledge of good public purchasing principles and to maintain excellent skills.

General Managers & Executive Directors Responsibilities

1. Ensure all purchases are performed in accordance with the Purchasing Policies and Purchasing Procedures as defined.
2. Delegate Acquisition Authority to the appropriate levels.
3. Ensure that corporate standards are adhered to for purchases that fall under Corporate Tenders or Standing Agreements.

Prohibitions

The following activities are prohibited, unless specifically approved by Council:

1. The division of purchases to avoid the requirements of the Policy by any method, which includes purchases made using procurement cards.
2. Purchase by the City of any goods or services for personal use by or on behalf of any member of Council, appointed officers, employees of the City or their immediate families.
3. The acceptance of gifts, benefits, money, discounts, favours or other assistance by elected officials, officers and employees, and their families as detailed in the City of Hamilton Code of Conduct Policy No. 7.3. The image and integrity of the employee and the City of Hamilton must be preserved at all times.
4. Purchase by the City from any member of Council, appointed officers, employees of the City or their immediate families or from any other source that would result in a conflict of interest, unless such interest has been declared pursuant to the Municipal Conflict of Interest Act.

Exclusions

Except as hereinafter set out, those items listed in Schedule "B", Recurring or Non-Competitive Expenditures, are exempt from the requirements of the Purchasing Policies, save and except for Policy #4, Approval Authority.

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Definitions

SECTION 3

Date Approved: December 19, 2000

"Acquisition Method" means the process by which goods or services are procured. The acquisition method applied must correspond with the Acquisition Process provided herein.

"Bid" means an offer or submission from a vendor in response to a request for quotation, tender or proposal, which is subject to acceptance or rejection.

"Centralized Purchasing" refers to the activities conducted by the Purchasing Division in Finance and Corporate Services, which is responsible for the purchase of all goods and/or services as provided in this .

"City" means the Corporation of the City of Hamilton.

"Consulting and Professional Services" includes architects, engineers, designers, surveyors, planners, accountants, auditors, lawyers, management, software and financial consultants, brokers, soil consultants, and any other consulting and professional services rendered on behalf of the City. These professionals should possess current member status/accreditation in their appropriate professional body.

"Contract" means a formal legal agreement between two or more parties, usually written, or a purchase order with binding legal and moral implications; usually exchanging goods and/or services for money or other consideration.

"Coordinated Works" means co-ordination of City projects with projects from other not for profit organizations such as other municipalities, utility companies, school boards, hospitals, etc. in which there is sufficient funds within the approved Capital budget but there is insufficient time to follow the normal approval process.

"Council" means the Council of the City of Hamilton.

"Designate" means the authorized designate or such official as may be appointed to act on behalf of the authorized authority.

"Emergency" means a situation, or the threat of an impending situation, which may affect the environment, the life, safety, health and/or welfare of the general public, or the property of the residents of the City, or to prevent serious damage, disruption of work, or to restore or to maintain essential service to a minimum level.

"Expanded Works" means approved construction projects in which an unexpected problem arises during construction, which does not expand the scope of the project but is necessary in order to deliver the original approved work.

“Goods” includes supplies, equipment, materials, structures and fixtures to be delivered, installed or constructed, including the Recurring or Non-Competitive Expenditures set out in Schedule “B”.

“Lowest Acceptable Bid” means the most cost efficient and effective bid and shall be the sum of all costs, including but not limited to, purchase price, all taxes, delivery, installation, warranty, life cycle cost, operating and disposal costs incurred for determining the lowest acceptable bid meeting the specifications.

“Purchase Order” means a written offer to procure goods and/or services or a written acceptance of an offer, in a form acceptable to the Director, Legal Services and Corporate Counsel.

“Purchase Requisition” means an internal written or online request for procuring goods and/or services.

“Quotation” means a request for prices on specific goods and/or services from selected vendors, which are submitted verbally, in writing or transmitted by facsimile as specified in the Request for Quotation.

“Request for Information” means a process where information is requested from vendors regarding the feasibility and availability of specific goods and/or services in the marketplace and to determine if there are enough suppliers to justify a Request for Proposal.

“Request for Proposal” means a formal request for details on the supply of goods or the provision of services, which cannot be fully defined or specified at the time of the request.

“Services” means all professional, consulting, construction or maintenance services, including the Recurring or Non-Competitive Expenditures set out in Schedule “B”.

“Sole Source” means there is only one known source of supply of particular goods or services.

“Tender” means a formal request for sealed bids for the supply of goods and/or services in response to a publicly advertised request for bids.

“Time-Sensitive” means a situation for which the timing to initiate and/or complete the purchase is paramount but the time available to follow normal procedures is insufficient.

“Total Purchase Price” means the total final cost including all related expenses and taxes, and inclusive of any rebates or shared costs by a third party to the agreement.

NOTE: Where dollars limits are specified, costs are to include, but not be limited to, Federal Goods and Services Tax, Provincial Sales Tax, freight, installation, etc.

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Vendor List

SECTION 4

POLICY #1

Date Approved: December 19, 2000

POLICY

The City shall maintain an electronic list of vendors who have expressed an interest in doing business with the City. Suppliers who wish to be included in the list will be required to complete a "Bidder's Application Form".

The City may remove a vendor's name from consideration for a contract under this Policy for a period of up to two (2) years on the basis of documented poor performance or non-performance on a City contract.

REFERENCE

Policies: Policy for Performance Evaluation #8

Procedures: Procedure for Vendor List #PR-1

Forms: Bidder's Application Form

Vendor Performance Evaluation Form

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Pre-Qualification of Acceptable Bidders

SECTION 4

POLICY #2

Date Approved: December 19, 2000

POLICY

- 1.0 The purpose of this policy is to set out guidelines for pre-qualification to select a number of bidders prior to the competitive sealed bid process. The purpose of pre-qualification is to ensure that each bidder can demonstrate they have the ability to provide the necessary expertise and resources to satisfactorily complete the work required. Pre-qualification would only be considered in the following circumstances:
 - 1.1 the work is considered "high risk" with respect to Regulations governed under the "Occupational Health and Safety Act";
 - 1.2 the work is such that contract administration costs (work inspection, follow-up, extra fee negotiations) could result in a substantial cost to the City if the work is not satisfactorily performed the first time;
 - 1.3 the goods or equipment to be purchased must meet national safety standards, or if no standard has been established, has demonstrated an acceptable level of performance; or
 - 1.4 the work involves complex, multi-disciplinary activities; specialized expertise, equipment, materials, or financial requirements.
- 2.0 This is a two-step process, where either a competitive sealed bid or a proposal call will follow. Pre-qualification is the first step and would set out criteria requiring bidders to provide information such as, but not limited to:
 - 2.1 experience on similar work (firm and staff assigned);
 - 2.2 references provided from other customers for similar work;
 - 2.3 verification of applicable licences and certificates;
 - 2.4 health and safety policies and staff training; and
 - 2.5 financial capability.
- 3.0 Appropriate staff will evaluate and rank the submissions and then recommend a short list of acceptable bidders to participate in the subsequent competitive sealed bid.

- 4.0 If a pre-qualification is the first step to a proposal process, the approaches for the first step can also be called a "Request for Information". A Request for Information (RFI) can be used to build supplier interest and to see if there are enough suppliers to justify a full Request for Proposal competition. The RFI would request detailed information such as, but not limited to, company background, who the interested parties are, what they can offer and what they can do for the City.

REFERENCE

Policies: Policy for Tenders & Proposals #5D
Procedures: Procedure for Tenders #PR-6
Procedure for Proposals #PR-7

REFERENCE

NOTES:

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Specifications

SECTION 4

POLICY #3

Date Approved: December 19, 2000

POLICY

The Department whose budget provides for the acquisition of goods and/or services shall be responsible for the preparation of the specifications for a quotation, tender or proposal call. The Purchasing Division shall have the authority to review and recommend improvements to the specifications when deemed necessary. Changes to specifications shall be made with the cooperation of the Department concerned. The Manager of Purchasing shall assist in determining if the specifications are clear in understanding.

THE CITY OF HAMILTON
FINANCE AND CORPORATE SERVICES
PURCHASING DIVISION

Policy for Approval Authority

SECTION 4

POLICY #4

Date Approved: December 19, 2000

POLICY

Anyone given Acquisition Authority under this policy is accountable and responsible to ensure that proper budget exists, purchases do not violate any City, legal or statutory policy, and they have met the audit requirements of the City. Those responsible for requisitioning and purchasing goods and/or services will be held accountable for their decisions. All employees with signing authority will complete the "Notification of Signing Authority" form which shall be authorized by the General Manager/Executive Director or City Manager and forwarded to Finance and Corporate Services for reference.

Council must approve purchases greater than \$250,000.

City Manager or designate must approve purchases greater than \$100,000.

General Managers and Executive Directors are authorized to approve purchases up to \$100,000. The General Managers and Executive Directors may delegate approval authority to their staff at the levels they deem appropriate.

A quarterly report will be distributed to General Managers and Executive Directors to document purchases under \$5,000 that were issued directly from the requisitioner without further approval.

REFERENCE

Forms: Notification of Signing Authority

NOTES:

The Police Board, HECFI and Library Board will establish their appropriate signing authorities.

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

General Acquisition Process Policy for Low Dollar Value Purchases (up to \$5,000)

SECTION 4

POLICY #5A

Date Approved: December 19, 2000

POLICY

The purpose of this policy is to provide guidelines for Low Dollar Value Purchases (up to \$5,000) in accordance with the Purchasing Policies with intent to:

1. obtain the highest quality of goods and/or services at the lowest possible price, available at the right time and in the right quantities;
2. acquire goods and/or services required from qualified suppliers in a manner which promotes fair and equitable relationships with all suppliers;
3. purchase within the limits of approved budgets;
4. utilize all online departmental and corporate contracts.

The General Managers and Executive Directors shall appoint staff who will have the delegated authority to purchase goods and/or services directly up to \$5,000 in accordance with the Procedures for Low Dollar Value Purchases. This purchasing function has been de-centralized and it is the responsibility of the users to adhere to the Purchasing Policies.

REFERENCE

Procedures: Procedure for Low Dollar Value Purchases #PR-3
PeopleSoft Financials 7.5 Training Manual

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

General Acquisition Process *Policy for Informal Quotations (\$5,000 - \$50,000)*

SECTION 4

POLICY #5B

Date Approved: December 19, 2000

POLICY

For acquisition of goods and/or services with a total purchase price greater than \$5,000 but not exceeding a total purchase price of \$50,000, the user must utilize all online departmental and corporate contracts. For purchases where no contract is available, a minimum of three quotations shall be obtained by any method of written communication and the results will be analyzed and tabulated to determine the award. The quote shall be awarded based on the "lowest acceptable bid" as defined in Section 3 of this Policy.

Centralized purchasing shall assist as requested, or when deemed necessary, with the procurement process. As identified in "Purchasing Services Responsibilities", these transactions will be reviewed and monitored by Centralized Purchasing to determine where further training and assistance is required.

An authorized online purchase requisition shall be initiated and a purchase order and/or formal contract will be created. When the nature of service warrants, in the opinion of the Director of Finance, or where the Vendor requires a different form of commitment other than a City Purchase Order, a contract in a form satisfactory to the Director, Legal Services and Corporate Counsel shall be the form of commitment.

REFERENCE

Procedures: Procedure for Informal Quotations #PR-4
 PeopleSoft Financials 7.5 Training Manual

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

General Acquisition Process *Policy for Formal Quotations (\$50,000 - \$100,000)*

SECTION 4

POLICY #5C

Date Approved: December 19, 2000

POLICY

For acquisition of goods and/or services with a total purchase price greater than \$50,000 but not exceeding a total purchase price of \$100,000, the user must utilize all online departmental and corporate contracts. For purchases where no contract is available, the formal quotation process must be applied through centralized purchasing. At least three written quotations shall be obtained, analyzed, the results tabulated and an award shall be determined in accordance with the procedural guidelines. The quote shall be awarded based on the "lowest acceptable bid" as defined in Section 3 of this document. Centralized purchasing shall assist with the procurement process when deemed necessary.

An authorized online purchase requisition shall be initiated and a purchase order and/or formal contract will be created. When the nature of service warrants, in the opinion of the Director of Finance, or where the Vendor requires a different form of commitment other than a City Purchase Order, a contract in a form satisfactory to the Director, Legal Services and Corporate Counsel shall be the form of commitment.

REFERENCE

Procedures:

Procedure for Formal Quotations #PR-5

PeopleSoft Financials 7.5 Training Manual

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

General Acquisition Process *Policy for Tenders & Proposals (over \$100,000)*

SECTION 4

POLICY #5D

Date Approved: December 19, 2000

POLICY

For acquisitions of goods and/or services with a total purchase price greater than \$100,000, the tender/proposal process must be applied through centralized purchasing. All such tenders/proposals shall be called, advertised, opened and awarded in accordance with the tendering procedures as determined by the Director of Finance. Work shall be awarded based on the "lowest acceptable bid" as defined in Section 3 of this document.

An authorized online purchase requisition shall be initiated and a purchase order and/or formal contract will be created. When the nature of service warrants, in the opinion of the Director of Finance, or where the Vendor requires a different form of commitment other than a City Purchase Order, a contract in a form satisfactory to the Director, Legal Services and Corporate Counsel shall be the form of commitment.

Exceptions to this policy include:

1. Policy for Consulting and Professional Services #9
2. Policy for Emergency Purchasing #10
3. Policy for Negotiations #11
4. Policy for Cooperative Purchasing #12

REFERENCE

Procedures:

Procedure for Tenders #PR-6

Procedure for Proposals #PR-7

PeopleSoft Financials 7.5 Training Manual

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Council Approval of Contracts

SECTION 4

POLICY #6

Date Approved: December 19, 2000

POLICY

1. A Council report recommending award of a tender or proposal is not required if ALL of the following conditions have been met:
 - a. The successful bid is within the approved budget, considering "total purchase price" as defined in Section 3 of this policy, including contingency allowance.
 - b. For capital projects, when the final cost of the proposed project does not exceed the amount provided in the capital budget for that project by the lesser of 10% or \$250,000.
 - c. The contract is being awarded to the "lowest acceptable bid" as defined in Section 3 of this policy.
 - d. There is not senior government (ie. Provincial, Federal) requirements for Council approval of a Tender.
2. In such cases, the General Manager/Executive Director and the City Manager, or their designates, shall award the tender/proposal.

The Director of Finance will prepare a semi-annual status report to Council on acquisitions in excess of \$100,000, which shall identify those acquisitions:

 - a. currently out for bid,
 - b. which have been publicly opened and are under review,
 - c. which have been approved for award and are awaiting contract execution, and
 - d. which have been executed during the previous month.

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Construction Contracts

SECTION 4

POLICY #7

Date Approved: December 19, 2000

POLICY

Construction contracts must meet the Purchasing Policy requirements and standards. Contracts for construction shall be in accordance with general acquisition practices with the exception that projects over \$100,000 will be endorsed in the form of both a purchase order and a formal contract in a form satisfactory to the Director, Legal Services & Corporate Counsel.

For any dollar value, when the nature of the project requires a different form of commitment other than a City Purchase Order, a contract in a form satisfactory to the Director, Legal Services and Corporate Counsel shall be the form of commitment.

REFERENCE

Policies:	Policy for General Acquisition Process #5B-D
Procedures:	Procedure for Informal Quotations #PR-4
	Procedure for Formal Quotations #PR-5
	Procedure for Tenders #PR-6
	Procedure for Proposals #P-7

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Performance Evaluation

SECTION 4

POLICY #8

Date Approved: December 19, 2000

POLICY

At the completion of every contract for goods and/or services over \$50,000, the user is responsible to complete a Performance Evaluation form. The users are encouraged to follow this practice for all contracts regardless of dollar amount, especially where valuable performance appraisals need to be shared with other departments.

Documented poor performance or non-performance on City contracts will be used to determine the eligibility of a bidder as "lowest acceptable bid", and eligibility to remain on the Vendor List.

REFERENCE

Policies:	Policy for Vendor List #1
Procedures:	Procedure for Performance Evaluation #PR-9
Forms:	Vendor Performance Evaluation Form

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Consulting and Professional Services

SECTION 4

POLICY #9

Date Approved: December 19, 2000

POLICY

The purpose of this policy is to set out guidelines for acquiring Consulting and Professional Services as defined in Section 3 and in accordance with the Purchasing Policies. Parts 1 & 2 will apply to all City departments except those noted in Part 3 of this Policy.

PART 1

Consulting and Professional Services shall be acquired in accordance with the general acquisition process where informal/formal quotations or tenders/proposals are required. The department will endeavour to see that individuals and firms providing Consulting and Professional Services have fair access to City assignments. The Purchasing Division shall provide a list of qualified bidders upon request. The department shall attempt to provide sufficient detail to outline the objective, type and scope of work to be conducted.

PART 2

Where the General Manager/Executive Director of the initiating department can provide sound reasoning and rationale to justify exceptional circumstances, he/she may jointly with the General Manager of Corporate & Financial Services, submit a proposal process that deviates from the terms of this policy for approval by the City Manager. The selection process shall clearly outline; but not be limited to,

- a. the services to be covered by the selection process;
- b. the selection process;
- c. the expiration date of the services to be provided; and
- d. the negotiation process and budget funding source.

PART 3

Part 3 of this policy will **apply to the Transportation, Operations & Environment Department as well as the Design & Construction Division of Community Services only.**

For professional or consulting services with a total purchase price less than \$100,000, the appropriate General Manager/Executive Director or designate shall award such works by direct appointment through a roster/rotation method. This method allows the City to employ a number of different consultants while matching the particular talents of a consultant to the project needs, in which case Policy #6, 1.c, would not apply.

For professional or consulting services with a total purchase price greater than \$100,000, the General Manager/Executive Director or designate will follow the formal selection process as outlined in the Procedures for Consulting & Professional Services.

The General Manager/Executive Director shall be responsible to prepare a quarterly review to the City Manager stating all contract awards including consultants used and total cost.

All work completed under this Policy shall be approved in accordance with the Policy for Council Approval of Contracts #6, with the exclusion of Part 1.c.

REFERENCE

Procedures: Procedure for Consulting & Professional Services #PR-10

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Emergency Purchasing

SECTION 4

POLICY #10

Date Approved: December 19, 2000

POLICY

The purpose of this policy is to set out guidelines for acquiring goods and/or services when an emergency arises.

When the General Manager/Executive Director has declared an Emergency, goods and/or services shall be acquired by the most expedient and economical means. The Purchasing Division will provide cooperative assistance when requested to expedite any purchasing documents necessary to deal with the Emergency. Any purchase acquisition document issued under such conditions shall be justified and approved by the General Manager/Executive Director of the initiating department. For amounts exceeding \$250,000, the General Manager/Executive Director shall issue an information report to the City Manager and to Council at its next scheduled meeting.

Subsequent to the resolution of the Emergency, all transactions require an online requisition to be entered within three working days, to complete the procurement process. The initiating department shall complete the Emergency Reporting Form and forward it to the Director, Financial Services.

REFERENCE

Forms: Negotiation / Emergency Reporting Form

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Negotiations

SECTION 4

POLICY #11

Date Approved: December 19, 2000

POLICY

The purpose of this policy is to set out guidelines for acquiring goods and/or services through the negotiation process. Occasionally when conditions dictate, negotiations for goods or services may be conducted. This process may be adopted when any of the following conditions apply:

- a. goods or services are judged to be in short supply due to market conditions;
- b. where there is only one known source for the goods or services (sole source);
- c. where 2 or more identical bids have been received;
- d. where the lowest bid received meeting specifications is excessive in total cost or substantially exceeds the estimated costs;
- e. when all bids received fail to meet the specifications or tender terms & conditions and it is impractical to recall tenders or quotations;
- f. when a single source is being recommended because it is more cost effective or beneficial for the City.
- g. for the extension of a contract where extension provisions were built into them as part of their original terms of reference, provided the value of the amendment plus the value of any previous amendments to the same contract does not exceed the value of the original contract by the lesser of \$10,000 or 10% of the original contract value;
- h. an emergency or time-sensitive situation as defined in Section 3 of this Policy, or
- i. for expanded or coordinated works as defined in Section 3 of this Policy.

Negotiations shall be performed in accordance with the Procedure for Negotiations.

REFERENCE

Procedures:

Procedure for Negotiations #PR-11

Forms:

Negotiation / Emergency Reporting Form

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Cooperative Purchasing

SECTION 4

POLICY #12

Date Approved: December 19, 2000

POLICY

The City may participate with other government agencies or public authorities in cooperative acquisition ventures when it is in the best interest of the taxpayer to do so. The procedures and policies of the agency calling the tender, proposal or quotation will be followed.

Each agency will issue its own contract and is responsible for the remainder of the procurement function (ordering, receiving, inspecting, and payment).

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Authority to Execute Contracts

SECTION 4

POLICY #13

Date Approved: December 19, 2000

POLICY

The General Manager/Executive Director of the initiating department and the City Manager, or their designates, shall have the authority to execute acquisition contracts on behalf of the City for all awards approved by Council in Policy #6, and any other acquisition award contract where authorization is specifically granted by Council. All legal agreements will follow a format approved by the Director, Legal Services and Corporate Counsel.

The Director of Finance shall have the authority to review the recommendation and ensure that the acquisition process has been carried out in accordance with the purchasing policies and procedures.

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Standardization

SECTION 4

POLICY #14

Date Approved: December 19, 2000

POLICY

Standardization is a management decision-making process that examines a specific common need or requirement and then selects a product or service that best fills that need to become the standard.

Wherever possible, when more than one application exists for any equipment, product or service, a standard will be established.

REFERENCE

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Procurement Cards

SECTION 4

POLICY #15

Date Approved: December 19, 2000

POLICY

The purpose of this policy is to set out guidelines for acquiring goods and/or services through the use of City Procurement Cards. The General Manager or Executive Director shall appoint employees who will be authorized to use a Procurement Card to purchase goods and/or services following sound business practices.

1. The Purchasing Card will be issued once the employee has read, signed and submitted the "Employee Acknowledgement" form, which sets out in writing his or her responsibilities and restrictions regarding the use of the Purchasing Card, to the program administrator.
2. All Procurement Cards issued will have a predetermined "Single Transaction Limit", a "Monthly Credit Limit" and "Blocked Commodities" as determined and authorized by the General Manager/Executive Director of the initiating department in conjunction with the Director, Financial Services. All procurement cards will be blocked from obtaining cash advances.
3. The Program will be administered and audited by the Director, Financial Services or designate, who will maintain a master file of all Procurement Cards and card limits.
4. The Purchasing Card shall not be used:
 - a. when a contract or tender is in effect for the product (unless, based on sound business practices, circumstances make it necessary to do so).
 - b. for personal purchases of any nature.
5. Vendors will not be rejected as a result of their non-acceptance of Procurement Cards; however, where pricing is identical, the lowest total acquisition cost may be used in determining the successful vendor.

REFERENCE

Procedures:

Procedure for Procurement Cards #PR-13

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Disposal of Surplus Goods

SECTION 4

POLICY #16

Date Approved: December 19, 2000

POLICY

The purpose of this policy is to set out guidelines for the disposal of surplus or obsolete goods. The disposal of surplus and obsolete equipment shall be evaluated on a case by case basis. The Director of Finance shall have the authority to sell, exchange, or otherwise dispose of goods declared as surplus to the needs of the City, and where it is cost effective and in the best interest of the City to do so, items or groups of items may:

- a. be offered for sale to other departments or public agencies;
- b. be sold by external advertisement, formal request, auction or public sale (where it is deemed appropriate, a reserve price may be established);
- c. be sold or traded to the original supplier or others in that line of business where it is determined that a higher net return will be obtained than following other procedures;
- d. be donated to a non-profit agency;
- e. be recycled; or
- f. in the event that all efforts to dispose of goods by sale are unsuccessful, these items may be scrapped.

This Policy prohibits the sale of such goods to employees, elected officials, or their immediate families. Immediate family shall include his/her parent, step-parent, spouse, common law spouse, same sex spouse, child, step-child, brother, sister, step-brother or step-sister.

A report shall be submitted annually to the General Manager of Finance and Corporate Services summarizing the disposition of all surplus goods pursuant to this Policy.

REFERENCE

Procedures:

Procedure for Disposal of Surplus Goods #PR-14

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Conflict of Interest

SECTION 4

POLICY #17

Date Approved: December 19, 2000

POLICY

Members of Council and employees of the City shall not have a pecuniary interest, either directly or indirectly, in any contract with the City or with any person acting for the City in any contract for the supply of goods and/or services for which the City pays or is liable, directly or indirectly to pay unless such interest has been declared in Council pursuant to the City's Code of Conduct Policy No. 7.3.

Any contract with the City, or with any person acting for the City, and any contract for the supply of goods, materials or services to a contractor for work for which the City pays or is liable, directly or indirectly, to pay in which a member of Council or any employee of the City has an undeclared pecuniary interest, directly or indirectly may be voided.

Members of Council are required to declare any pecuniary interest direct or indirect, and its general nature, which may result in a conflict-of-interest.

Employees of the City are similarly required to declare any pecuniary interest, either direct or indirect, in writing to their General Manager/Executive Director who will inform the appropriate Committee of Council.

REFERENCE

Policy: City of Hamilton Code of Conduct Policy No. 7.3

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Compliance to Purchasing Policies

SECTION 4

POLICY #18

Date Approved: December 19, 2000

POLICY

An employee who fails to act in accordance with the provisions of the Purchasing Policies and Procedures will be subject to appropriate disciplinary action up to and including termination of employment. City Council, the public, and the business community must have confidence in the integrity of the city employees.

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Review of Purchasing Policies and Procedures

SECTION 4

POLICY #19

Date Approved: December 19, 2000

POLICY

1. The Corporate Management Team will be provided an annual report recommending any changes to the Purchasing Policy to ensure that the purchasing limits meet the needs and requirements of the City to operate in an efficient and cost effective manner.

A report will be issued to Council for approval of the changes, deletions or additions.

2. Changes to Purchasing Procedures will be approved by the Director of Finance and the General Manager of Finance and Corporate Services.

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

A STATEMENT OF ETHICS FOR PUBLIC PURCHASERS

SCHEDULE "A"

The Ontario Public Buyers Association's Code of Ethics is based upon the following tenets and all employees who are authorized to purchase goods and/or services on behalf of the City are to adhere to the following.

1. **Open and Honest Dealings With Everyone Who is Involved in the Purchasing Process.** This includes all businesses with which this City contracts or from which it purchases goods and/or services, as well as all members of our staff and of the public who utilize the services of the Purchasing Division.
2. **Fair and Impartial Award Recommendations for All Contracts and Tenders.** This means that we do not extend preferential treatment to any vendor, including local companies. Not only is it **against the law**, it is not good business practice, since it limits fair and open competition for all vendors and is therefore a detriment to obtaining the best possible value for each tax dollar.
3. **An Irreproachable Standard of Personal Integrity on the Part of All Those Designated as Purchasing Representatives for This City.** Absolutely no gifts or favours are accepted by the purchasing representatives of this City in return for business or the consideration of business. Also, the purchasing representatives of this City do not publicly endorse one company in order to give that company an advantage over others.
4. **Cooperation With Other Public Agencies in Order to Obtain the Best Possible Value for Every Tax Dollar.** This City is a member of a cooperative purchasing group. Made up of several public agencies, this group pools its expertise and resources in order to practise good value analysis and to purchase goods and/or services in volume and save tax dollars.

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

RECURRING OR NON-COMPETITIVE EXPENDITURES SCHEDULE "B"

Items listed below are exempt from the requirements of the Purchasing Policies, save and except for Policy #4, Approval Authority. Orders for payment listed in Item 1h, Insurance Claims, Legal Settlements and Arbitration Awards will have the appropriate approvals from the department initiating the request in place of those approvals in Policy #4.

1. Employer's General Expenses

- a) Payroll Deduction Remittances
- b) Insurance Premiums
- c) Licenses (vehicles, elevators, radios, etc.)
- d) Debt payments
- e) Grants and Levies
- f) Tax Remittances
- g) Real Property payments including Land, Buildings, Leasehold Interest, Easements, Encroachments and Licenses, or the like.
- h) Insurance Claims, Legal Settlements and Arbitration Awards
- i) Travel Expenses (see note below)

2. Professional Services

- a) Medical Professional Services
- b) Expert Witnesses
- c) Outside Legal Counsel

NOTE: An annual report will be issued to Council by the Director, Legal Services and Corporate Counsel detailing all contract awards for outside legal counsel.

3. Special Services

- a) Community Service Providers (Daycare, Lodging Homes, Nursing, Homemakers)
- b) Appraisers
- c) Committee Fees

4. Utilities

- a) Electricity
- b) Postal Services
- c) Water
- d) Natural Gas
- e) Communications, ie telephone, cable, etc.

5. Government Bodies: Federal, Provincial or Municipalities.

Note: See Travel and Tuition Policies for refundable employee expense.

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

BIDDERS GUIDELINES REGARDING TENDER IRREGULARITIES FOR CONSTRUCTION TENDERS SCHEDULE "C"

IRREGULARITY		RESPONSE
1.	Late bids.	Late bids will not be accepted and will be returned unopened to the bidder.
2.	Bids not completed by legible writing, ink or typewriter.	Automatic rejection.
3.	Part bids (all items not bid)	Automatic rejection, unless the tender documents specifically permit part bids.
4.	Qualified bids (bids restricted by a statement added to the Form of Tender or a covering letter or alterations to the Form of Tender)	Automatic rejection, unless the tender documents specifically permit such qualification.
5.	Execution of Form of Tender by bidder: (a) Original signature of bidder missing, with or without any seal being affixed. (b) Original signature of bidder present but corporate seal or red legal seal missing.	Automatic rejection. Two (2) City business days from time of demand by City staff to affix corporate seal or red legal seal. If bidder fails to do so, the bid will be rejected by the City.
6.	Failure of bidder to acknowledge and provide for all addenda issued to the bidder in the Form of Tender.	Automatic rejection unless every change set out in all of the addenda issued is clearly visible on the face of the bid submitted OR the relevant addendum issued is solely for the purpose of revising a closing date.
7.	Bids received on documents other than those original documents supplied by the City in the tender package.	Automatic rejection unless a bid is received on a true photocopy of the original documents supplied by the City in the tender package.
8.	Erasures, changes, overwriting, whiteouts, crossouts or strikeouts which are not initialled by the bidder: (a) Unit prices in a unit price tender. (b) Lump sum price in a lump sum tender. (c) Other items in the Form of Tender.	Automatic rejection. Automatic rejection. Two (2) City business days from time of demand by City staff to initial changes. The City reserves the right to waive the initialling of such changes and to thereafter accept the bid as being in compliance with the City's tender requirements.

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

BIDDERS GUIDELINES REGARDING TENDER IRREGULARITIES FOR CONSTRUCTION TENDERS SCHEDULE "C"

IRREGULARITY	RESPONSE
9. Failure by bidder to provide names of subcontractors it proposes to use on the project, acceptable to the City.	Unless otherwise specified in the tender documents, two (2) City business days from time of demand by City staff to provide names of requested subcontractors acceptable to the City. Failure to provide the names or to provide subcontractors acceptable to the City, will result in automatic rejection of tender.
10. Bid security: (a) Amount of bid security provided by bidder is insufficient, does not name correct Municipality as obligee, or no bid security is provided by bidder when bid security is required in the tender package. (e.g. a bid bond, letter of credit, cash or certified cheque is not provided or is not for a sufficient amount) (b) Not otherwise in compliance with the Form of Tender requirements.	Automatic rejection. Automatic rejection.
11. Execution of Bid Bond: (a) Original signature of bidder present but corporate seal or red seal missing. (b) Original signature of bidder missing, with or without a corporate seal or red seal being affixed. (c) Corporate seal or original signature of bonding company, or both, are missing.	Two (2) City business days from time of demand by the City to affix corporate seal or red legal seal. If the bidder fails to do so, the bid will be rejected by the City. Automatic rejection. Automatic rejection.
12. Agreement to Bond: (a) Not provided where requested in tender package. (b) Corporate seal or original signature of bonding company, or both, are missing from the agreement to bond.	Automatic rejection. Automatic rejection.
13. Unsealed tender envelopes/containers.	Unsealed bids will not be accepted.

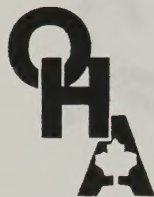
HECFI Board of Directors, Management
and Staff

2

To thank you for
your kindness and sympathy
at a time when it was
appreciated

Thank you so much for the lovely
flowers at the time of our loss.

Andy, Lonissa, Tamara & Skypniak
Natalie & Ron McCulloch



The Ontario Hockey Association

1425 Bishop Street, Unit 6, Cambridge, Ontario N1R 6J9

519-622-2402 • Inwats: 1-800-463-7962 • Fax: 519-622-3550 • E-mail: oha@ohahockey.org

January 10, 2001

Copps Coliseum
Sal Farroto
101 York Blvd,
Hamilton, ON
L8R 3L4

Dear Sal;

Well, what can I say!!!!

Better to have played and lost, then never have played at all!

Our committee did a great job. Your commitment, accommodation, and hospitality were very much appreciated. They also added to the strength of our bid.

Having you on the committee with your passion for detail is always an asset.

I hope we can do it again.

Please convey my thanks to Gabe for his efforts as well.

The City of Hamilton is a great place. I know we will get another kick at the can!

Thanks again,

Brent Ladds,
President



JAN 13 2001



Catholic Children's Aid Society

OF HAMILTON-WENTWORTH

Gabe Macaluso
Hamilton Entertainment & Convention Facilities Inc.
10 MacNab St S
Hamilton, ON L8P 4Y3

Dear Gabe, *Gabe*

The final figures are in, and I am thrilled to report that the Millennium Serendipity Auction, held on November 23rd at the beautifully restored Liuna Station raised over \$56,000! Thank you so much for the private box for Disney on Ice. We couldn't have done it without your support!

Highlights of the evening included the Key Box containing eye-catching men's and ladies gold jewelry provided by GW Thompson Jeweler. Two lucky winners each went home with jewelry valued at more than \$1,000! The Live Auction was abuzz with excitement, featuring stays in Scotland and Hong Kong, an autographed Buffalo Bills football, and a wonderful collectors print depicting The "Rocket" Richard. Guests were entertained by lively dixie land band music and a sampling of tunes by the Hamilton-Wentworth Male Police Chorus. Sunni Genesco and Matt Hayes, our friendly and upbeat Masters of Ceremonies, kept guests informed and entertained.

All in all, the evening was a tremendous success. Thanks so much for your generous support, and thank you for helping us "create a caring world for children"!

Sincerely,

Shirley Sullivan

Shirley Sullivan, Chair
Millennium Serendipity Auction

K

Kimberly Legeard
Director of Public Relations & Development

*Thank you so much for your
tremendous support of our
event. Best wishes for 2001!*



DEC 1 2000

LYNWOOD HALL CHILD AND FAMILY CENTRE

November 21, 2000

Hamilton Place/Copps Colliseum
10 MacNab Street South
Hamilton, Ontario L8P 4Y3
Phone #546-4000

Attn: Pat Bennett

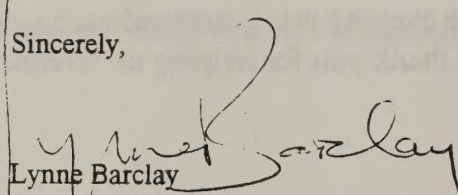
Dear Pat:

Please accept this letter on behalf of the kids at Lynwood Hall Child and Family Centre for the donation of tickets to Stars on Ice.

The evening was a tremendous success as always. As you know these contributions to the Home are always so exciting for the boys. For your interested, I've attached an article which was recently placed in our local newspaper.

Since we are a non-profit organization we try to find local places to make donations towards the kids entertainment. Please be aware that your contribution to the Centre was really appreciated.

Sincerely,


Lynne Barclay

Lynwood Hall Child and Family Centre
Flamborough Site.

AN ACCREDITED CHILDREN'S MENTAL HEALTH CENTRE

HAMILTON SITE

526 Upper Paradise Road
Hamilton, Ontario L9C 5E3
Telephone: (905) 389-1361
Fax: (905) 389-8765

FLAMBOROUGH SITE

105 King Street W., P.O. Box 65548
Dundas, Ontario L9H 6Y6
Telephone: (905) 627-8475
Fax: (905) 627-8482

The Review Feature

Local facility rebuilds broken young lives

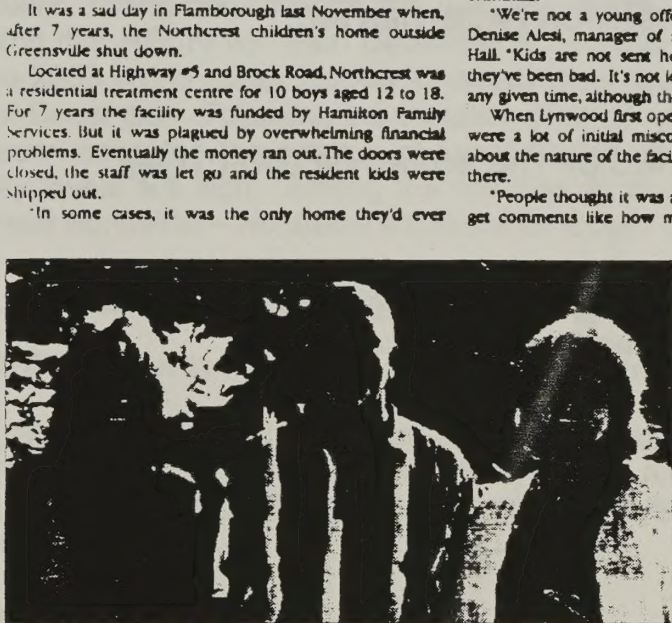
By Ann Zaza
Flamborough Review

It was a sad day in Flamborough last November when, after 7 years, the Northcrest children's home outside Greensville shut down.

Located at Highway #5 and Brock Road, Northcrest was a residential treatment centre for 10 boys aged 12 to 18. For 7 years the facility was funded by Hamilton Family Services. But it was plagued by overwhelming financial problems. Eventually the money ran out. The doors were closed, the staff was let go and the resident kids were shipped out.

"In some cases, it was the only home they'd ever

known," said Debbie Ertisnian. "The only place where they felt they belonged. You don't tend to see male adolescents cry very often but they were really choked up. The hugs were really tight."



Lynwood Hall's Debbie Ertisnian, Alex Thomson and Denise Alesi

known," said Debbie Ertisnian. "The only place where they felt they belonged. You don't tend to see male adolescents cry very often but they were really choked up. The hugs were really tight."

Debbie Ertisnian was part of the original management team at Northcrest. She was rehired last April when new funding found its way back into the facility from the Ministry of Community and Social Services. Now operating as Lynwood Hall Child and Family Care Centre, vital children's mental health services are again being provided in the community.

"We have a combination of clients," said Debbie, residential program manager at Lynwood Hall. "We have three beds that are designated to long-term care. These are for kids who stay anywhere from one to three years, depending on their needs, their age and what's available for them in the community. There are also seven beds designated as 'emergency crisis.' Those kids come in for a 45-day assessment but usually end up staying six months."

For some of the residents - or "clients" as they are called - this might be the end of the line.

As legal guardian, Children's Aid has sent them to Lynwood Hall because they have nowhere else to go. They can't live at home, they're too young to be on their own and they're not yet ready to be placed in foster homes. They usually come in with emotional baggage and have serious behavioural problems.

"We are serving some of the most difficult kids here at this facility," said Alex Thomson, executive director of Lynwood Hall Child & Family Centre. "A lot of kids have been exposed to domestic violence which has a tremendous impact on them. They're not doing well at home, they're not doing well in the community and usually what follows is that they don't do well at school. I don't think these kids go out and look for trouble. It just finds them. They don't have the maturity, socialization or life skills necessary to stay out of trouble."

"Even if they weren't the one that was physically hurt, they may have witnessed violence," added Debbie. "That's emotional abuse and why on an emotional level so many of them are shut off. They don't trust. Trust is not an easy thing when the first people you learn to trust is your mom and dad and they didn't take care of you."

Although classified in most cases as socially, emotionally or behaviourally disturbed, the boys at Lynwood are not criminals.

"We're not a young offenders detention facility," said Denise Alesi, manager of support services at Lynwood Hall. "Kids are not sent here to be locked up because they've been bad. It's not locked up. You can walk out at any given time, although they are supervised constantly."

When Lynwood first opened its doors last spring, there were a lot of initial misconceptions in the community about the nature of the facility and the kind of boys living there.

"People thought it was a jail," said Denise. "We would get comments like how many inmates do you have in there? There was no real sense about what goes on here at all. That's been long cleared up and the neighbours know they have nothing to worry about. There would certainly would never ever be anyone placed in care here that's got such a severe mental illness that they would be harmful to the people in the community. It's not that kind of program at all."

Lynwood Hall is staffed by professionally trained child and youth care workers, social workers and a consulting psychiatrist and psychologist. Each client has a team working with him from support staff to individual coaches. There is also a special education teacher hired by the Board of Education to work in the on-site classroom during the school year.

"Lots of our kids have learning disabilities," said Alex. "They are usually two or three grades behind and they become frustrated. They often end up shutting down, acting out or not paying attention and it's because they're feeling quite out of sync and stupid. They're not stupid. In fact lots of our kids are very bright. They're brain just doesn't work the same way as you or me, so it is a burden for these kids."

"With the classroom being smaller in numbers," said Debbie. "The teacher has more flexibility to work at a different pace and individually with each kid. Along with the academics like English and Math, they also work on resumes and life skills management, things like that."

At first glance Lynwood Hall looks like any other institution. Once inside though you can see that there's been a real attempt to make the environment as home-like as possible.

Each boy has his own bedroom including a private study area. There are a number of different recreational areas including a games room, a living room with a fireplace, crafts room, television room as well as the "Junk Yard" so dubbed by the kids, where they can interact, make phone calls or just hang out. The kitchen is staffed for daily meals during the week and on weekends the kids themselves participate in the life-skills practice of planning and cooking meals with the staff.

"We have found that most kids do better in residential treatment facilities as a direct result of a steadier hand and more structure," said Alex. "What you end up with is 10

kids living together who are not natural family. They come in with all kinds of significant problems so it's a real mess bag and they need the structure."

While at Lynwood Hall the residents are encouraged to work and live within the level system. It consists of four levels - one through four - that are achieved by earning points in 10 different life skill areas. The boys are rate daily on everything from breakfast manners to personal hygiene and social interaction with other kids.

They must accumulate 65 points a day to stay at the present level and 80 points to move up. The idea is that each progressive level there are more rewards. When client reaches the coveted 4th level, he can then start working community time into his program, if he agrees to leave a forwarding phone number and get back in time for the 9 o'clock curfew.

"You can normalize this as much as possible," said Debbie. "But really there's nothing normal about it. It's a institution that runs with structured levels and that's not normal in society. The structure is really important because they don't really structure their free time well. That's when the problems start. If they get it in minimum amounts and grow with it, it works far better. The more they can practice what they've learned in here, the better chance they have of succeeding out there."

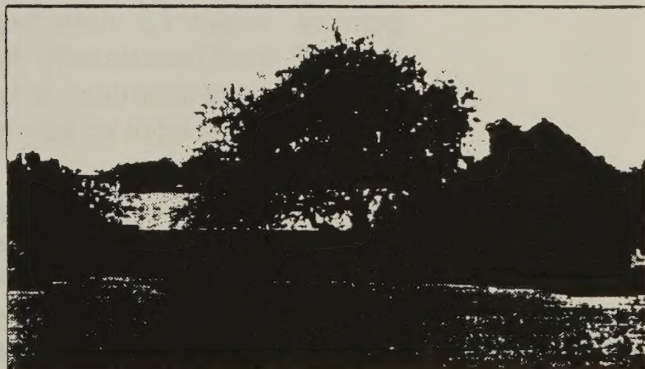
Several companies in the community have been extremely generous to the boys at Lynwood Hall donating sports equipment and football tickets as well as food and clothing. This past summer, they were excited to have day out at Canada's Wonderland.

"You get to see the kid in them," said Debbie. "We their backgrounds of emotional, physical or sexual abuse they haven't had a chance to be a child. They've had to grow up really fast. They had to learn to protect themselves when an adult should have been the one protecting them. Maybe mom is a drug or alcohol abuser and the dad is no dad in the picture. They have a difficult time just feeling that natural happiness."

The hope is that treatment at Lynwood will eventually prepare kids for placement in foster homes. Or, if they old enough, out on their own or in a semi-independent group home. In some cases, if may even be possible the child to be reunited with his natural family.

"Our vision as an organization is to find alternative treatment processes that keep kids out of our institution," said Alex. "It's not only more humane and less obtrusive, it's better for kids to stay connected with their community and their families and it's cheaper."

Research shows that in most cases residential care can



Lynwood Hall Child and Family Care Centre

be avoided. Remedial work can be done within the facility that diverts the child from leaving home in the first place.

However, in 25% of all family-care cases, residential treatment is necessary. Either the child has left of his own accord or he has been kicked out of the house.

When this happens, and all else fails, it is comforting to know that facilities like Lynwood Hall are providing healthy and safe havens for these unfortunate kids.

3

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, November 29, 2000
Hamilton Convention Centre
Room 314
12:00 Noon**

MINUTES

PRESENT:

Alderman T. Anderson, Chair
Alderman B. Charters, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Alderman B. Kelly
Alderman R. Corsini
Ms. B. Campbell
Mr. R. Baboth
Mr. P. DeCaria
Mr. F. Deys
Mr. W. Ingleby
Mr. S. Monzavi
Mr. A. Skrypniak

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian

MEDIA:

Mr. K. Peters, The Hamilton Spectator

REGRETS:

Mayor R. Morrow
Mr. J. Nelson

1. Opening Remarks

The Chair welcomed everyone and called the meeting to order at 12:15 p.m. Alderman Anderson specifically welcomed Mr. Ken Peters of The Hamilton Spectator, noting his absence the past few years. Remarks included an update advising that HECFI will learn December 5th whether its bid has made the short list for the 2003 World Junior Hockey Championship; the final decision will be made the end of December. Following the invitation of Mr. Brent Ladds of the OHL, Alderman Anderson accepted the position of Local Chairman, should the bid be successful. Activity levels are high. Among the activities is the Sears Challenge which will be televised worldwide – wonderful exposure for Copps Coliseum.

A. Community Dinner : B'Nai Brith – February 5, 2001

MOVED by Alderman Charters, seconded by Alderman Kelly that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$1250 TO THE B'NAI BRITH 50TH ANNUAL SPORTS CELEBRITY DINNER TO BE HELD AT THE HAMILTON CONVENTION CENTRE, FEBRUARY 5, 2001.

MOTION CARRIED.

B. Sales Activity Report

The Manager of Hospitality/Sales presented management's November 24th report, stating that management is pleased with the results in the change in focus both in the Hospitality/Sales and Client Services divisions. The Hospitality/Sales division, should the thirteen outstanding bid proposals be confirmed, will have attained 94% of its overall objective to attain sixty-five events. All of the stated goals in the 2000 Marketing Plan have been addressed. The Client Services division attained 87 new local event bookings and overall, will produce approximately \$1 million in food, beverage and rental revenue in 2000. The Director of Operations/Client Services reported that "one-stop-shopping", made possible by the restructuring of the two divisions, has proven to be successful and received very well by local clients. It was

MOVED BY Mrs. Dow, seconded by Ms. Campbell that

THE HOSPITALITY SALES DEPARTMENT CONTINUE FOCUSING ON OUTSIDE SALES; and

THAT ALL ORGANIZATIONAL CHANGES AND ADDITIONS MADE TO THE HOSPITALITY SALES AND CLIENT SERVICES DIVISIONS IN ORDER TO ACHIEVE A FOCUS ON OUTSIDE SALES REMAIN INTACT; and

THAT A FULL ANALYSIS BE PRESENTED TO THE JUNE, 2001 BOARD OF DIRECTORS.

MOTION CARRIED.

2. Correspondence

MOVED by Alderman Corsini, seconded by Mr. Deys that

CORRESPONDENCE FROM THE MANAGER OF CULTURE AND EVENT SERVICES, THE NEW CITY OF HAMILTON, THE CHILDREN'S AID SOCIETY OF HAMILTON WENTWORTH, AND THE HAMILTON SPECTATOR SUMMER CAMP FUND BE RECEIVED.

MOTION CARRIED.

3. Minutes of Special Meeting Held November 9, 2000

MOVED by Alderman Corsini, seconded by Mr. Deys that

THE MINUTES OF THE SPECIAL MEETING HELD NOVEMBER 9, 2000 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

4.1 HCC: Historical Revenue Analysis

Management's November 21st report was received. It was clarified that "outside business" is defined as business that is obtained from outside the Hamilton Wentworth Region. During discussion of the report (in particular, the bar graph detailing the comparison between actual inside and outside sales) it was recommended that staff concentrate its efforts on outside sales which more specifically fulfills H.E.C.F.I.'s mandate.

MOVED BY Mr. Baboth, seconded by Mr. Skrypniak that

THE HISTORICAL REVENUE ANALYSIS BE RECEIVED.

MOTION CARRIED.

4.2 Voluntary Exit Programme/Voluntary Early Retirement Programme

Management's November 20th report was received. During review, it was clarified that the Transition Board, in response to the Board's request to include H.E.C.F.I. employees in the VEP and the VERP, requested H.E.C.F.I. to present a business case outlining how inclusion would produce cost savings for the new city. Following

consultation with three eligible employees, HECFI determined that there were no employees interested in pursuing early retirement based on the terms currently being offered.

MOVED by Mr. DeCaria, seconded by Mr. Ingleby that

MANAGEMENT'S NOVEMBER 20TH REPORT RESPECTING THE VOLUNTARY EXIT PROGRAMME AND VOLUNTARY EARLY RETIREMENT PROGRAMME, AS THEY PERTAIN TO H.E.C.F.I. EMPLOYEES, BE RECEIVED.

MOTION CARRIED.

5. Reports

5.1 Financial Summary for the Ten Month Period Ended October 31, 2000

The Manager of Business Services presented the Financial Summary for the Ten Month Period Ended October 31, 2000 reporting that H.E.C.F.I.'s municipal contribution was over-expended by \$70,476 for the ten month period ended October 31, 2000. This represents a decrease of \$114,245 in the over-expended amount that was reported last month for the nine month period ended September 30, 2000. The favourable results for the month arose primarily as a result of attaining higher than budgeted activity levels at the Convention Centre and Hamilton Place. Management is hopeful that the deficit will be eliminated by December 31st.

The Manager of Business Services reported that fewer concerts (than budgeted for) and the loss of PowerPlay resulted in the over-expended municipal contribution. The Programming Manager added that while the year 2000 has been relatively soft, it is anticipated the concert market will improve during 2001. Other factors which impacted programming included the opening of the Air Canada Centre – acts which would otherwise have chosen Copps Coliseum as a second date, have elected to stay at the Air Canada Centre – i.e. – Tina Turner, Ricky Martin and Cher.

The CEO stated that there is an opportunity to generate additional revenue by utilizing Ivor Wynn Stadium as a summer concert venue. HECFI has received three serious inquiries for booking the venue. Initial talks with City officials has revealed that an estimated \$400,000 in expenditures are required before the facility can be utilized for concerts. The CEO will meet with the new City Council and City Manager in January to further discuss the issue.

MOVED by Mr. Monzavi, seconded by Mr. Skrypniak that

THE FINANCIAL SUMMARY FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2000 BE RECEIVED.

MOTION CARRIED.

5.2 Status of H.E.C.F.I. Revenue for the Ten Month Period Ended October 31, 2000

MOVED by Alderman Charters, seconded by Mr. Deys that

THE REPORT, STATUS OF H.E.C.F.I. REVENUE FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2000, BE RECEIVED.

MOTION CARRIED.

6. Private and Confidential

MOVED by Alderman Corsini, seconded by Mr. Ingleby that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:55 P.M.

MOTION CARRIED.

MOVED by Alderman Charters, seconded by Alderman Kelly that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:25 P.M.

MOTION CARRIED.

The following resolution was carried following adjournment of the In-Camera Session:

Hamilton Bulldogs : H.E.C.F.I.

MOVED by Alderman Charters, seconded Mr. Monzavi that

THE CEO BE DIRECTED TO NEGOTIATE INCENTIVES TO ITS LEASE WITH THE BULLDOGS BASED ONLY ON INCREASED PAID ATTENDANCE.

MOTION CARRIED.

7. New Business

Nil

8. Other Business

Nil

9. Date of Next Meeting

At the Call of the Chair

10. Adjournment

The meeting adjourned at 1:30 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary



5.1
Hamilton
Entertainment
and Convention
Facilities Inc.

One Summers Lane
Hamilton, Ontario
L8P 4Y2
Tel. (905) 546-3000
Fax. (905) 546-3002

FOR INFORMATION

MEMO TO : OPERATIONS COMMITTEE

FROM : Mr. G. Macaluso,
Managing Director/CEO

: Mr. B. Calder, P.Eng.,
Director of Operations/Events Delivery

DATE : 2001 January 25

SUBJECT : OCCUPATIONAL HEALTH AND SAFETY

RECOMMENDATION:

THAT THE FOLLOWING REPORT BE RECEIVED FOR INFORMATION PURPOSES.

BACKGROUND:

This report provides an outline of health and safety issues affecting the Corporation for the fourth quarter of 2000.

Work Refusals:

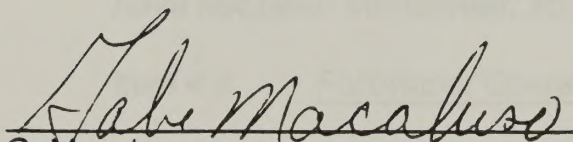
Since the previous report of 2000 October 6, no work refusals pertaining to health and safety concerns have occurred.

Ministry of Labour Inspections:

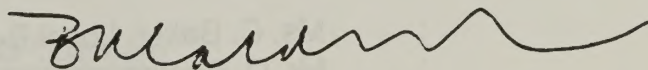
The Ministry of Labour has not visited any of the facilities to conduct workplace inspections or respond to an employee health and safety concern since the previous report.

Health and Safety Committee Reports:

A meeting of the HECFI Joint Health and Safety Committee was held on 2001 January 9; attached herewith please find a copy of the minutes recorded for this meeting. A number of issues are presently being addressed at the committee level.



G. Macaluso,
Managing Director/CEO



B. Calder, P.Eng.
Director of Operations/Events Delivery



Hamilton
Entertainment
and Convention
Facilities Inc.

HECFI JOINT HEALTH AND SAFETY COMMITTEE
TUESDAY, JANUARY 9, 2001 – 10:00 A.M.
CONVENTION CENTRE

PRESENT

Management Representatives

: Mr. J. van den Heuvel

Worker Representatives

: Ms. C. Baker, Local B-173
: Mr. D. Costantino, Local 772
: Ms. D. Hansen, Local 333
: Mr. T. McAnuff, Local 129
: Ms. M. Murray, Non-Union Office

REGRETS

: Mr. S. Haining
: Mr. D. Kelly
: Mr. B. Fletcher

COPIES TO

: Mr. G. Macaluso, Managing Director/CEO, HECFI
: Mr. B. Calder, Director of Operations/Events Delivery, HECFI
: Mr. L. Fenyvesi, Safety Officer, Human Resources Centre
: Mr. T. Fehr, Chief Engineer, CUP

: Mr. L. Malenfant, President, Local B-173
: Mr. B. Pincombe, President, Local 129
: Mr. P. Voulgaris, Business Agent, Local 333
: Mr. P. Yemen, Business Agent, Local 772

Time commenced: 10:05 a.m.

Time completed: 11:15 a.m.

1. Chairperson's Remarks

Mr. van den Heuvel welcomed the Committee members to the meeting and introduced Ms. Mary Murray from Hamilton Place as the new representative for non-union office employees.

2. Minutes of Meeting – September 27, 2000

Following discussion, the minutes of the meeting of September 27, 2000, were amended and accepted as follows:

Item 3.5 Miscellaneous

Light Fixtures/Wentworth Room, HCC – Repairs/modifications to the fixtures have not been completed; Mr. van den Heuvel will pursue.

Item 4.4 Followspot Operators/Copps Coliseum

*Mr. McAnuff stressed the importance that, due to carbon dust, **the carbon** followspot operators at Copps Coliseum must wear protective breathing masks, ensure that caps are on and that fans are running.*

3. Follow-Up Items:

.1 Building Fire Safety Plans

Evacuation Drill/Copps

Mr. van den Heuvel reported that Honeywell has submitted a quotation to modify the alarm system to make the paging feature audible, however the price is prohibitive. It was noted that costs relate to the age of the system and difficulties in getting parts. An alternate solution will be pursued with Honeywell until such time as capital funds are available.

**Action: van den Heuvel/pursue solution with Honeywell
Co-Chairs/conduct evacuation drill at Copps**

2. WHMIS

Staff Training

Management is continuing to pursue arrangements for refresher WHMIS training.

Action: J. van den Heuvel/refresher training

Review MSDS Binders

The MSDS binders in all three facilities have now been updated.

Action: Completed

3. Policy Re Hard Hats/Status

A document from Ainsworth to IATSE Members (October 24, 1997) respecting 'Personal Protective Equipment' was distributed to the Committee members (copy attached). This safety bulletin relates to stagehands working at venues in Toronto and states *"All workers are required by law to wear: Head protection **at all times** while working. This head protection must be Class B or ANSI Z 89 approved in order to meet legal requirements."*

The Co-Chairs will prepare a similar policy for inclusion in the HECFI Health and Safety Manual. It was noted that all workers including concert road crews will be required to comply; an adequate supply of hard hats is on hand.

Action: Co-Chairs/develop policy

4. Miscellaneous

Eye Wash Station/Copps – The eye wash station has been installed near the workshop at Copps Coliseum. Following discussion, it was agreed that modifications will be made in order that all staff will be able to physically access the station.

Action: van den Heuvel/status

Retail Area/Copps – The retail space had been cleared of paint and thinners, however the group is again using this area to paint scenery until the middle of February at which time a work order will be issued to clean up the area. Mr. van den Heuvel will pursue installing extra fire extinguishers in this area.

Action: van den Heuvel/status

5. Ministry of Labour/"Orders to Comply"

Mr. van den Heuvel reviewed the history of this item.

The Ministry of Labour inspected Copps Coliseum in March 2000 during the move-in of the Backstreet Boys concert. They notified HECFI that all "constructors" performing construction projects i.e. new construction, alterations, demolition, repair or restoration, with an estimated cost exceeding \$50,000.00 must file a "Notice of Project". Constructors are defined as contractors or building licensees and estimated costs are defined as labour and materials including rented equipment.

5. Ministry of Labour/"Orders to Comply" (continued)

From a building operations/maintenance perspective this requirement would be straightforward and would require details such as description of project, type of construction, classification of construction, project start date, anticipated project duration, etc.

From an event perspective, this Ministry requirement would also pertain to the construction of a show and any construction costs (i.e. setup up/teardown labour, materials, sound and lights, etc.) would be registered with the Ministry.

There is no cost associated with submitting a Notice of Project other than the time and aggravation involved. Consequently, it is the application of this 'Order to Comply' which has not yet been finalized and is in fact, a province-wide issue. It was noted that a number of HECFI events would fall within the \$50,000. cost figure.

It was clarified that the Ministry of Labour has the right to inspect any of the facilities at any time; any of these Ministry of Labour Inspection Reports would be listed under Item 4. Regular Reports.

Action: van den Heuvel/status

6. Fire Alarm System/HP

Mr. van den Heuvel advised that Ark Tech was to make repairs over the Christmas holidays to the Hamilton Place fire alarm system (doors do not close and the exit signs do not flash in the second floor 'client services' hallway). Mr. van den Heuvel will pursue completion with the contractor.

Action: van den Heuvel/pursue with contractor

7. Replacement of Non-Union Office Representative

As previously stated, Ms. Mary Murray, Secretary to the Managing Director/CEO will represent non union office staff on the HECFI Health and Safety Committee. Her commitment to this responsibility is appreciated.

Action: Completed

8. Water – Kitchen/HP

Mr. McAnuff reported that Eco Lab has installed a new filter system; the filters will be changed every six months and recorded.

Action: Completed

9. Dish Room/HCC

It was noted that items regularly placed behind the doors have been removed, however as a safety precaution, the floor area will be marked.

Action: van den Heuvel/status

4. Regular Reports

.1 Significant Incident/Accident Reports

Reports circulated with the agenda were reviewed. It was noted that the number of reports are in direct proportion to the increased activity in the facilities but that the majority are "report only".

Following are comments made during discussion:

- ~ Mr. van den Heuvel will investigate installing glass windows in the banquet service corridor doors to allow visible confirmation of people on the other side.
- ~ Mr. van den Heuvel will discuss with Chef Alan if staff are automatically required to wear steel mesh gloves while cutting food.
- ~ Mr. van den Heuvel will discuss with Mr. Kopatch a means to prevent clients from detailing vehicles inside the Convention Centre; this is a continuing problem and is also a concern at Hamilton Place.
- ~ Staff working door checks at concerts should drink water from sealed bottles and not have open glasses.
- ~ It was understood that the steel bar which secures the beer fridge had been replaced with locks; Mr. McAnuff will investigate and remove the steel bar if required.
- ~ Specific action to remedy the accident where a stagehand's fingers were injured is difficult because the ramps came with the truck as part of the concert.

Action: Co-Chairs/status

.2 HECFI Workplace Inspection Reports

The Inspection Reports for September, October and December were reviewed. Committee members were reminded that inspections must be completed on a timely basis and that the Health and Safety Section constantly reviews these reports.

.3 C.U.P. Workplace Inspection Reports

Reports on the three HECFI facilities were reviewed. Mr. van den Heuvel noted that replacement of piping at Hamilton Place will be an ongoing issue due to the age of the building.

.4 C.U.P. Health and Safety Committee Meetings

The minutes of the C.U.P. Joint Health and Safety Committee meeting held October 19, 2000 were reviewed.

Item 4. Regular Reports a) Review of HECFI Minutes of Sept. 27, 2000 – Clarification of the “Ministry of Labour/Orders to Comply” was reviewed (see Item 3.5) and does not relate to regular inspection/orders from the MOL.

Item 5 New Business c) – Mr. van den Heuvel advised that the electrical inspector referred to inspects new installations only and is not responsible for maintenance or existing items.

.5 Ministry of Labour Inspection Reports - Nil

.6 Accident Analysis and Statistics

The report covering the third quarter of 2000 was reviewed together with documentation dated October 27, 2000 from Mr. L. Fenyvesi.

5. New Business

.1 Memo re Important Information on Processing “Injured on Duty Reports

Committee members reviewed the above memo dated December 1, 2000 from Mr. L. Fenyvesi. Following discussion, copies will be sent to all full and part time HECFI supervisors.

Action: Co-Chairs/circulate memo

2. Air Humidity/HP

Mr. McAnuff reported that concerns have been expressed that the air in Hamilton Place is too dry; the same complaints have been noted at the Convention Centre; CUP has been advised of the situation(s) and have made some changes. Mr. van den Heuvel will pursue.

Action: van den Heuvel/pursue with CUP

3. Miscellaneous/HP

The missing fire exit sign in the dressing room hallway will be re-installed; the blocked eye wash station will be repaired and the area taped.

Action: McAnuff/status

4. Loading Dock/HCC

Mr. van den Heuvel advised that funds are available this year for resurfacing the loading dock floor which has deteriorated from age and the effects of salt.

Also, staging being stored in the loading dock will be cleared from the area; this is an on-going problem.

Action: van den Heuvel/status

5. Equipment Use

Mr. van den Heuvel advised of a recent incident at Copps Coliseum where arena staff used a skill saw to cut plexiglass; this resulted in the material melting and the residue was not properly cleaned from the saw blade. An unsafe situation occurred when the saw was used the next time. It was agreed that staff should be instructed that only maintenance personnel are authorized to cut plexiglass.

Action: van den Heuvel/status

6. Ladder/HP

Following discussion, it was agreed that replacement of parts should be undertaken as required on the large A-frame ladder at Hamilton Place.

Action: McAnuff/status

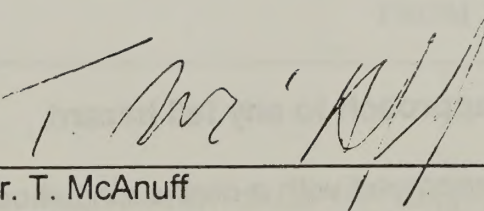
7. Nutcracker Incident/HP

Lengthy discussion took place respecting the accident on December 13, 2000 where a pipe came out of the drapery pocket and hit two performers rehearsing on the Hamilton Place stage for the Nutcracker. It was noted that there is a potential risk whenever ropes or rigging are used, however staff are in constant radio contact with each other and the flyman has an unobstructed view to ascertain problems. The Co-Chairs are investigating this incident although it does not specifically relate to a staff accident/injury.

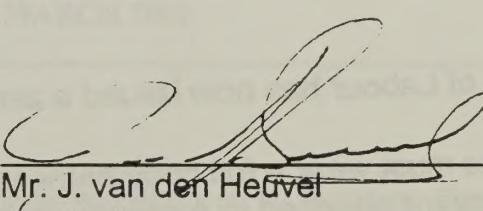
Action: Co-Chairs/status

6. Date of Next Meeting

The next meeting will be scheduled for March once event activity is confirmed.

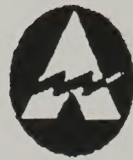


Mr. T. McAnuff
Co-Chairperson



Mr. J. van den Heuvel
Co-Chairperson

Minutes recorded by: M. G. McCaffrey
2001 January 19



AINSWORTH

SAFETY BULLETIN TO IATSE MEMBERS (OCTOBER 24, 1997)

Personal Protective Equipment

All workers are required by law to wear:

Head protection at all times while working. This head protection must be Class B or ANSI Z 89.1 approved in order to meet legal requirements.

Foot protection shall be worn at all times. This protection must have a CSA green patch. The laces should be done up at all times to ensure safe working conditions.

Eye protection appropriate for the circumstances when there is a risk or potential risk of eye injury to the worker.

Fall Protection

The Ministry of Labour has now issued a zero tolerance approach to any fall hazard.

All employees must wear a full body harness that is CSA approved with a connecting shock absorbing lanyard attached to a secure anchorage point in the following conditions:

When in danger of falling 10 feet (3 meters) or more,
into operating machinery,
into water or another liquid,
into or onto a hazardous substance or object; or
anytime you are on a power elevated work platform (e.g. scissors lift, boom truck, or rolling scaffold, etc.).

The harness must have all straps done up and be snug. The "D" ring must be located between the shoulder blades. Please check your fall protection equipment daily for badly worn, torn or damaged parts and remove from service immediately any defective equipment.

Failure to wear your fall protection equipment could result in you personally receiving a minimum fine of \$210.00 from the Ministry of Labour as well as the risk of serious personal injury.

cc: James Fuller

K:\HORYO\IATSE.DOC



Hamilton
Entertainment
and Convention
Facilities Inc.

5.2

REPORT TO : **MARKETING & SALES COMMITTEE**

FROM : Mr. Gabe Macaluso
Managing Director/CEO

COPIES TO : Mr. John Elder
Manager of Programming

: Mr. Rich Rakoczy
Entertainment Programmer

: Ms. Diana Bordonaro
Programming Secretary/Group Sales

DATE : 2001 January 31

RE : **CONFIRMED EVENTS/PERFORMANCES
FROM JANUARY TO MARCH 2001**

The attached chart details the status of confirmed events/performances at Hamilton Place, Copps Coliseum, and Hamilton Convention Centre from JANUARY TO MARCH 2001.

Respectfully submitted:

Gabe Macaluso
Managing Director/CEO

Confirmed Events/Performances

Events other than rentals are marked * (P) ** (CP)

Jan 2001	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1	Salute To Vienna 2:30 p.m. (CP)			
2				
3				Bulldogs vs Rochester 7:30 p.m.
4				
5				Bulldogs vs Albany 7:30 p.m.
6				Bulldogs vs Worcester 7:30 p.m.
7				Mississauga Ice Bears vs. Montreal Wingstar 2:00 pm
8				
9				
10				Bulldogs vs Saint John 7:30 p.m.
11	HPO Rehearsal 2 pm			
12	HPO Pops: Hollywood Bound 8 pm			Bulldogs vs. Saint John 7:30 p.m.
13		McMaster Dance Club Setup		Outlaws of Motorsports 7:30 pm (CP)
14		McMaster Dance Club 2 pm / 8 pm		Outlaws of Motorsports 7:30 pm (CP)
15				
16				
17				
18				
19	Opera Hamilton Prehang Load In Set Up Eugene Onegin	Lyra Chambre Orchestra 8 pm (P)		
20	Opera Hamilton Set up	Opera Hamilton Orchestra Rehearsal		
21	Opera Hamilton Tech/Rehearsal			
22	Opera Hamilton Tech/Rehearsal			
23	Opera Hamilton Tech/Rehearsal			
24	Opera Hamilton/Piano Dress Rehearsal	Second Stage Move In		Bulldogs vs Rochester 7:30 p.m.
25	Eugene Onegin Final Dress 7:30 p.m.	Miss Begotten 8 pm		RV Show Move In
26	Opera Dark	Miss Begotten 8 pm		RV Show 12 noon - 9:00 p.m.
27	Eugene Onegin 8:00 p.m.	Opera Hamilton Insights 7:00 pm		RV Show 10:00 a.m. - 8:00 p.m.
28	Opera Hamilton Dark			RV Show 10:00 a.m. - 6:00 p.m.
29	Opera Hamilton Dark	Opera Auditions 12 noon - 5 pm		RV Show Move Out
30	Opera Hamilton Dark	VON Fundraiser 7:00 p.m.		
31	Opera Hamilton Dark			Bulldogs vs Portland 7:30 p.m.

Confirmed Events/Performances

Events other than rentals are marked *(P) **(CP)

Feb 2001	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1	Eugene Onegin 8 pm	Opera Insights 7 pm		
2	Opera Dark		McMaster Charity Ball 6 pm	Hamilton vs Quebec 7:30 pm
3	Eugene Onegin 8 pm	Opera Insights 7 pm		
4	Opera Trike	Players Guild Move in/set up		Hamilton vs Quebec 2 pm
5		Players Guild set up/rehearse		
6		Players Guild rehearsal		
7	Annie 7:30 p.m. (P)	Players Guild Rehearsal		Hamilton vs Cincinnati 7:30 pm
8	HPO Rehearsal 10 am and 2 pm	Frankie and Johnny In the Clair del Lune 7:30 p.m.		
9	HPO Rehearsal 10 a.m.	Frankie and Johnny 8 p.m.		Hamilton vs WB/Scranton 7:30 pm
10	HPO Classics The German Mark 8 pm	Frankie and Johnny 8 pm	Big Bands 8 pm (CP)	Oldtimers Hockey 6 pm
11	Mummenschanz 7:30 pm (P)	Players Guild Dark		Hamilton vs Rochester 5 pm
12		Players Guild Dark		
13	SoulDecision 8 pm (CP)	Players Guild Dark		
14	Blue Rodeo 8 pm (CP)	Players Guild Dark		Spectator Indoor Games
15		Frankie and Johnny In The Clair de Lune 8 pm		Spectator Indoor Games
16		Frankie and Johnny 8 pm	Roy Orbison/Buddy Holly 8 pm (CP)	Spectator Indoor Games
17		Frankie and Johnny 2 pm/8 pm		
18	HPO Family Concert 2 pm			Hamilton vs. St. John's 4 pm
19	HPO Educational Concerts 9:45/11:00 am			
20				Barenaked Ladies 8 pm (CP)
21	Lobby Employment Expo 8 am-6 pm			
22				Indoor Soccer move in
23		"Cabaret 2001" Dance Inc. 7 p.m.		Indoor Soccer Toronto vs. Buffalo 7 pm
24				Hamilton vs Syracuse 7:30 pm
25				Juno Awards move in set up
26				Juno Awards Move in set up
27				Juno Set up
28				Juno Set up

Confirmed Events/Performances

Events other than rentals are marked * (P) ** (CP)

Mar 2001	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1	HPO Rehearsal 2 pm			Juno Awards - set up
2	HPO Pops Celtic Passions 8 pm			Juno Awards - Rehearsals
3	Lawrence Welk Live 2 pm/7 pm (CP)			Juno Awards - Rehearsals
4	Juno Awards Reception 4 pm	Juno Reception		2001 Juno Awards 6:15 p.m.
5				2001 Juno Awards Move Out
6	Festival of Strings 7:30 pm	Festival of Strings		
7				Hamilton vs Hershey 7:30 p.m.
8				
9		Irish Descendants 8 p.m. (P)		
10		Rik Emmett 8 p.m. (P)		Hamilton vs Saint John 7:30 p.m.
11	Aaron Carter 7 pm (CP)			Hamilton vs Saint John 2:00 p.m.
12				
13				Beauty and The Beast Move In
14	Jesse Cook 8 pm			Beauty and The Beast 7:00 p.m.
15	Mary Kay Cosmetics Convention			Beauty and The Beast 1 pm/7 pm
16	Mary Kay Cosmetics Convention			Beauty and The Beast 7 pm
17	Mary Kay Cosmetics Convention	Molly Johnson 8 p.m. (P)		Beauty and The Beast 11 am/2:30 & 6 pm
18				Beauty and The Beast 1 pm
19				
20				Sarah Brightman 7:30 pm (CP)
21				
22				
23				Hamilton vs Quebec 7:30 pm
24	Barbershoppers 8 pm	Barbershoppers		Michael Diamonds Meetings
25				Michael Diamonds Meetings
26				
27				
28				
29		HPO Rehearsal 2 pm		
30		HPO Rehearsal 10 am/ 2 pm		Hamilton vs Albany 7:30 pm
31	HPO Classics Viva Espana 8 pm		Big Bands 8 p.m.	Hamilton vs Springfield 7:30 pm.

5.3

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEMORANDUM

TO: Mr. G. Macaluso
Managing Director/CEO

FROM: Mr. B. Calder, Director of Operations/Events Delivery
Mr. S. Farrauto, Hospitality Programming & Sales Manager

DATE: 2001 February 1

SUBJECT: **CONFIRMED BOOKINGS AT HAMILTON CONVENTION CENTRE
JANUARY, FEBRUARY & MARCH, 2001**

MONTH OF JANUARY, 2001

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	9	3,094
MEETINGS	35	1,435
CONVENTIONS	1	1,000
TRADE & CONSUMER SHOWS	2	5,900
OTHER	2	600
TOTAL	49	12,029

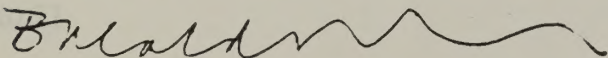
MONTH OF FEBRUARY, 2001

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	7	2,850
MEETINGS	19	1,048
CONVENTIONS	2	2,850
TRADE & CONSUMER SHOWS	0	0
OTHER	6	13,700
TOTAL	34	20,448

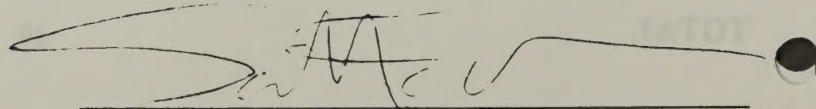
MONTH OF MARCH, 2001

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	8	1,295
MEETINGS	11	1,149
CONVENTIONS	1	600
TRADE & CONSUMER SHOWS	2	10,500
OTHER	3	3,450
TOTAL	25	16,994

Respectfully submitted,



Brad Calder
Director of Operations/Events Delivery



Sal Farrauto
Hospitality Programming & Sales Manager



2001 January 30

DIRECTOR'S REPORT - OPERATIONS/EVENTS DELIVERY

The Director of Operations/Events Delivery presents herein, his report for the months of January and February 2001.

Food and Beverage Section -

Event activity scheduled for the months of January and February at the Convention Centre includes:

Conventions/conferences for;

- ~ Michael G. DeGroote School of Business, McMaster World Conference
- ~ Liberal Party of Canada (Ontario) Annual General Meeting
- ~ Ontario Horticultural Crops Conference

Trade/consumer shows for;

- ~ National Franchise and Business Opportunities Show
- ~ Prestige Bridal Show
- ~ PATH Employment Service Expo

Banquets/receptions for;

- ~ Salute to Vienna
- ~ TDL Group Ltd.
- ~ Hamilton and District Chamber of Commerce, Distinguished Citizen of the Year Award
- ~ Hamilton Construction Association
- ~ Independent Order of Oddfellows
- ~ McMaster University Students' Union Charity Ball
- ~ B'Nai Brith Celebrity Sports Dinner
- ~ Ontario 5 Pin Bowlers' Association

Meetings/meal functions for;

- ~ Ministry of Community and Social Services
- ~ Hamilton Law Association

- ~ Assante Capital Management
- ~ Economical Insurance Group
- ~ Canadian Medical Association
- ~ Hamilton Academy of Medicine
- ~ Crimestoppers of Hamilton-Wentworth Inc.
- ~ McMaster Continuing Education
- ~ Women's Canadian Club
- ~ McMaster University Office of Alumni Advancement
- ~ Flamboro Racetrack Gaming

Miscellaneous functions for;

- ~ New City of Hamilton inauguration ceremony
- ~ College of Nurses of Ontario examinations
- ~ Creative Arts Inc. Big Band Showdown
- ~ Ontario Provincial Team 8 Ball Billiard Tournament
- ~ "Roy Orbison and Buddy Holly" live musical tribute concert
- ~ Ontario Provincial Open Karate Championships

Total revenue from food and beverage sales and room rentals is projected to exceed the budgetary target of \$306,900.00 established for the two month period by approximately \$30,000.00.

Staff is in the process of developing a new food and beverage menu for the Convention Centre. A number of new selections will be introduced and pricing revised to reflect increases in food, beverage and labour costs.

Events Delivery Section -

Events scheduled at Copps Coliseum include:

- ~ fourteen (14) Hamilton Bulldogs hockey games
- ~ a hockey game between the Mississauga Ice Bears and the Montreal Wingstar of the National Women's Hockey League
- ~ The Outlaws of Motorsports monster truck event (two performances)
- ~ The 2001 Hamilton RV Show and Sale (three days)
- ~ The NHL Oldtimers Hockey Legends game
- ~ The 2001 Hamilton Spectator Indoor Games
- ~ a concert featuring the "Barenaked Ladies" with Chantal Kreviazuk as the opening act

- ~ an indoor soccer game between the Toronto Thunderbirds and the Buffalo Blizzard
- ~ move in and set up for the 2001 Juno Awards

In the Great Hall at Hamilton Place, events scheduled include;

- ~ "Salute To Vienna" new year's celebration
- ~ Pops, Classical, Family and Educational series concerts by the Hamilton Philharmonic Orchestra
- ~ set up, rehearsal, final dress rehearsal and three performances of "Eugene Onegin" by Opera Hamilton
- ~ a performance of the Broadway musical "Annie"
- ~ a performance by Mummenschanz, the Swiss mime troupe
- ~ a concert by soulDecision
- ~ a concert by Blue Rodeo

Activity scheduled in the Studio Theatre includes:

- ~ McMaster Dance Club presentation of "Centre Stage" (two performances)
- ~ a concert by the Lyra Chamber Orchestra
- ~ Second Stage Services presentation of "Miss Begotten" (two performances)
- ~ a fundraising event for the VON Hamilton-Wentworth Foundation
- ~ set up, rehearsal and seven performances of "Frankie and Johnny In The Clair de Lune" by The Players' Guild of Hamilton
- ~ Dancers Burlington Inc. presentation of "Cabaret 2001"

Building Operations Section -

Specifications have been completed and tender documents are being finalized for the refurbishment of the sound reinforcement system in the Great Hall of Hamilton Place. Work to be undertaken includes the replacement of the loudspeaker system and related work (i.e. rigging, electrical) and equipment (i.e. power amplifiers, control system, wiring, cabling). Funding has been provided and a budget of \$250,000.00 established in the Capital Budget Program for this project.

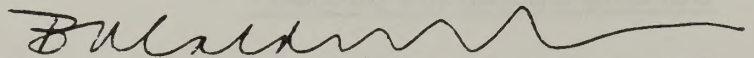
The construction cost for the proposed new women's washroom and alterations to the men's washroom in the main lobby of Hamilton Place has been estimated at \$150,000.00 by Garwood-Jones and Hanham Architects. Funding for this project has been provided for in 2002 of the Capital Budget Program.

Other –

The following listing summarizes all Collective Bargaining Agreements with HECFI employee unions and the expiry date of same;

<u>Employee Union</u>	<u>Expiry Date</u>
1) IATSE B-173 governing PT Front of House, bartender, cashier and box office employees at Hamilton Place	2000 December 31; dates for negotiation being arranged
2) IATSE 129 governing both FT and PT stage employees at Hamilton Place, Copps Coliseum and the Convention Centre	2001 June 30
3) IUOE 772 governing FT facility maintenance and arena attendant employees at Copps Coliseum and the Convention Centre	2001 September 30
4) UFCW 333 governing PT food and beverage employees at the Convention Centre	2002 June 30

Respectfully submitted,



BNC:mgm

B. N. Calder, P.Eng.,
Director of Operations/Events Delivery.

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Gabe Macaluso Mary Dow
Managing Director/CEO Acting Chair

DATE: 2001 February 2

SUBJECT: **HISTORICAL INFORMATION :
H.E.C.F.I.'s BUSINESS PARAMETERS**

The following information is provided as background for the benefit of new Members to the Board of Directors as they familiarize themselves with the operations and limitations under which the H.E.C.F.I. corporation conducts its marketing and sales activities.

Local Business

From 1973 to 1985 the Hamilton Convention Centre's mandate was to attract activity from local, provincial, national and international markets. In September 1985, following the amalgamation of the three facilities, City Council directed that the Convention Centre decrease its efforts to attract local business. While not advertising for such business, the Convention Centre would not refuse any local requests for space which were self-generated. This policy remains intact.

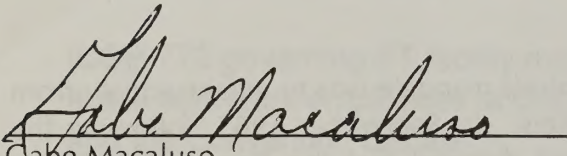
Territorial Rights : Entertainment Acts

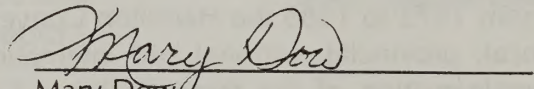
Toronto has become one of the major international centres for entertainment of every kind. Hamilton, which is located approximately 40 kilometers to the west, falls within the territorial rights of the majority of acts presented in Toronto – this means that booking contracts with acts include a sixty to ninety day window during which the act cannot play within a 40 kilometer radius of Toronto. This is a major limitation for the HECFI facilities. Acts successfully negotiated by HECFI have often been the second date of a two-date stop; however the Air Canada Centre is now successfully negotiating this "second date" entertainment. HECFI aggressively negotiates for its share of the entertainment market based on matching financial guarantees and offering reduced overhead costs to the promoters. In many instances the costs to relocate a show from Toronto to Hamilton outweigh any reduction that HECFI can offer in respect of operating costs.

Financial Guarantees

During August 2000 HECFI increased the Managing Director's ability to negotiate talent fees without Board approval from \$150,000 to \$250,000 (all talent fees over \$250,000 require Board approval). This change ensured the flexibility to negotiate acts within realistic market parameters during an era when many of the big name acts like the Rolling Stones, Tina Turner and Ricky Martin were demanding (and getting) \$1,000,000 US financial guarantees.

Despite the foregoing challenges, 1999 was an enormously successful year – activity levels were good across the three facilities. During 2000 the concert market was relatively "soft". HECFI's marketing team is hopeful that market predictions of more activity is realized and that the success of 1999 will be duplicated in 2001.


Gabe Macaluso
Managing Director/CEO


Mary Dow
Acting Chair

REGULAR MEETING OF THE BOARD OF DIRECTORS

CAYON HBL V89
A35
2000

**Friday, May 18, 2001
3:00 P.M.
Hamilton Convention Centre
Room 314
(Light Refreshments Served)**

URBAN MUNICIPAL

MAY 14 2001

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. Community Dinner : Junior Achievement Annual Governors' Dinner & Awards, May 29, 2001 Attachment A
B. Community Dinner : HPO 2nd Annual Spring Gala, June 1st, 2001 Attachment B

INFORMATION ITEMS

2. Correspondence Attachment 2
3. Minutes of Special Meeting Held April 4, 2001 Attachment 3
 3.1 Errors or Omissions
 3.2 Motion for Approval
4. Business Arising from the Minutes
5. Reports
 5.1 Future Confirmed Events/Bookings Attachment 5.1
 5.2 Booking/Revenue Reports Attachment 5.2
 5.3 Financial Summary for the Year Ended December 31, 2000 Attachment 5.3
 5.4 Financial Summary for the Two Months Ended February 28, 2001 Attachment 5.4
 5.5 Financial Summary for the First Quarter Ended March 31, 2001 Attachment 5.5
 5.6 Occupational Health & Safety Report Attachment 5.6
 5.7 Report from the Director of Operations Attachment 5.7
6. Private and Confidential
7. New Business
8. Other Business
9. Date of Next Meeting: At the Call of the Chair
10. Adjournment

OUTSTANDING BUSINESS

- (i) Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities
(ii) CEO to meet with GM of Community Services Re Exclusive Concert Rights at Ivor Wynn Stadium
(iii) Colliers' Operational and Strategic Reviews of H.E.C.F.I. Facilities : CEO/City Staff Review
-

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STANFORD UNIVERSITY

A

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: 2001 May 7

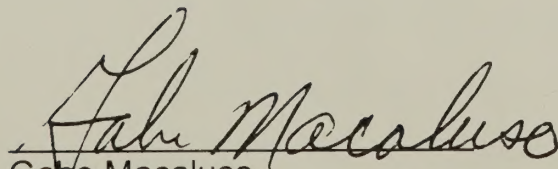
SUBJECT: **COMMUNITY DINNER : Thirteenth Annual
Governors' Dinner & Awards ~ Junior Achievement
May 29, 2001- Carmen's Banquet Centre**

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE TWO TICKETS ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$200. TO THE THIRTEENTH ANNUAL GOVERNORS' DINNER & AWARDS, JUNIOR ACHIEVEMENT OF HAMILTON, TO BE HELD MAY 29, 2001 AT CARMEN'S BANQUET CENTRE.

BACKGROUND:

- The Junior Achievement Governors' Dinner & Awards has presented its event on several occasions at the Hamilton Convention Centre, alternating with other local venues.
- The function is a worthy community event that promotes the education of students focusing on entrepreneurial skills.
- H.E.C.F.I.'s presence at this event will demonstrate its support and recognition of the Junior Achievement programme.
- Funds are available in the Board's allocation for meetings and receptions.


Gabe Macaluso
Managing Director/CEO

Officers:

Tony Maddalena,
Learning & Development,
Dofasco Inc.
Chairman

Jody Bertozzi,
President
Dove Marketing & Promotions

David Howarth,
Manager
Primerica Financial Services

Ron Nicholson,
Production Finance Manager,
G E. Lighting Canada

Directors:

Steve Fruitman,
Barrister & Solicitor,
Bowling, Lafleur, Henderson LLP

Gerald Hedgcock,
Investment Advisor, Nesbitt Burns

Dave Macdonald,
C.O.O., Thrillworks Inc.

Antonio Maddalena,
Barrister & Solicitor

Governors:

Patrick Collins,
Publisher, Hamilton Spectator

Terry Cooke,
C.O.O., Fluke Transport

D.O. Davis, Retired

Craig Dowhaniuk,
Executive Director,
Morgan Firestone Foundation

Harold Embree,
Chairman, Embree Industries

Ron Foxcroft,
President, Fox 40 International

Roy Green,
Radio Host, "Talkline" 900 CHML

F. George Heisz,
VP Community Banking,
Bank of Montreal

Bob Jones,
Human Resources Manager,
Orlick Industries

David MacPhee,
Partner, Deloitte & Touche

Neil McArthur, Retired

Doug McLennan,
V.P., Golden Horseshoe
Royal Bank of Canada

Joe Ng,
President, JNE Consulting

Jeff Paikin,
President, New Horizon Homes

Chester Waxman,
President, I. Waxman & Sons Ltd.

Junior Achievement
HAMILTON



*George Torok, Author,
"Secrets of Power Marketing"
Governors' Dinner Keynote Speaker*

Dear Colleague:

It is my pleasure to invite you to the thirteenth annual Governors' Dinner & Awards for Junior Achievement of Hamilton.

The Governors' Dinner was created to highlight our programs to the Hamilton business community, and to provide a forum for interesting and timely guest speakers. It is unlike any event in our community's social calendar. This gala has made it possible for JA to increase student participation over the years, thus educating more young people about the values of the free enterprise system and the importance of being workforce ready. The Governors' Dinner is an opportunity to influence the future, to network with others from the business community, and to entertain your associates. This year brings the Governors' Dinner together with our annual Future Unlimited Banquet. The marriage of the two events will allow JA to display the successes of our young people as you witness them receive the top awards given in the program.

Since 1968, over 40,000 young people have participated in Junior Achievement programs. These young people have gained valuable workforce readiness skills such as teamwork, self-reliance, personal accountability and self-confidence. As entrepreneurs and professionals of the future, they will continue to promote and strengthen our economic system.

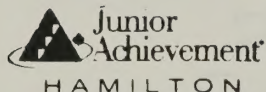
We are thrilled and honoured to have George Torok, JA alumnus and author of the best-selling book "*Secrets of Power Marketing*". Mr. Torok is a dynamic and compelling speaker whose seminars are in high demand across North America. Mr. Torok will be discussing the Formulas for Success, and I am sure that his message will be of great interest to all.

The dinner is Tuesday, May 29th at Carmen's Banquet & Convention Centre. Reception is at 5:45 pm. Tickets for the evening are \$100 each, \$1,000 for a table of ten. Seating is assigned on a first-come, first served basis.

Our speaker will be exciting and compelling; I urge you to join us at this important event.

Sincerely,

Carol Montag,
President & C.E.O.
Junior Achievement of Hamilton



Governors' Dinner & Awards Gala

Keynote Speaker:

George Torok,

Author, "Secrets of Power Marketing"

May 29, 2001—Carmens Banquet & Convention Centre

- ☐ Please reserve _____ table(s) of 10 for my company @ \$1,000 each
☐ Please reserve _____ seat(s) for my company @ \$100 each

Name _____

Company _____

Address _____

Phone _____

Fax _____

Email _____

Method of Payment

☐

Cheque Enclosed

☐

Bill Me

☐

Visa

Credit Card # _____

Exp date _____

Signature _____

*Please make cheques payable to
Junior Achievement of Hamilton
RSVP by May 15th, 2001*

B

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: 2001 May 7

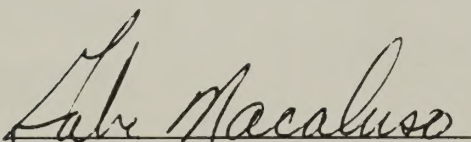
SUBJECT: **COMMUNITY DINNER : Hamilton Philharmonic
Orchestra's 2nd Annual Spring Gala – June 1, 2001
Liuna Station**

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE TEN TICKETS ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$1400. TO THE SECOND ANNUAL SPRING GALA TO BE HELD JUNE 1ST, 2001 AT LIUNA STATION.

BACKGROUND:

- H.E.C.F.I. purchased a table of ten to the 1st Spring Gala fundraiser presented by the Hamilton Philharmonic Orchestra.
- The HPO has a long standing history at Hamilton Place. H.E.C.F.I.'s presence at the fundraiser will demonstrate its support for the continuing success of the orchestra.
- Funds are available in the Board's allocation for meetings and receptions.


Gabe Macaluso
Managing Director/CEO

*The Hamilton Philharmonic Orchestra's
2nd Annual Spring Gala*

To Celebrate The Music

Friday June 1st, 2001



In the Elegant Setting of

Liuna Station

360 James St. N. Hamilton

Black Tie

- Optional -

Tickets \$140 per person

(seating limited)

Tables of 10

Wine Reception 6 pm

Elegant Gourmet Dinner 7 pm

Dance to the HPO

& The Harry Waller Band 9 pm

Please mark this special evening party on your calendar.

A formal invitation will be delivered with tickets.

For tickets, please ring:

The Hamilton Philharmonic Orchestra at 905-526-1677

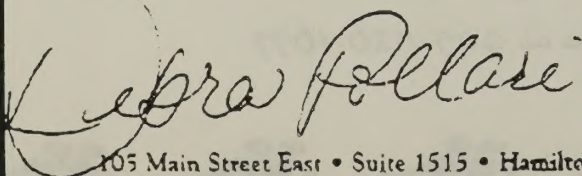
Dear Friend of the Hamilton Philharmonic Orchestra:

I would like to take this opportunity to thank you for your interest in the Hamilton Philharmonic Orchestra and last season's "Strings & Swing" Spring Gala. With your support the HPO has been able to continue live professional music and to foster a life-long love for the arts.

As our most successful season draws to a close, the HPO Gala committee is busy planning the 2nd Annual "Strings & Swing" Spring Gala. We are indebted to Robert Morrow and Walter R. Barubek for co-chairing this special events committee. They have organized an evening of Great Food, Music and Dancing to the HPO and Big Band at the incredible Liuna Station all in support of the Hamilton Philharmonic Orchestra!

On Friday June 1, 2001 you will once again have the chance to enjoy the Elegant Setting and Cuisine of Liuna Station. The evening begins with a wine reception at 6pm, elegant dinner at 7pm with the wonderful sounds of the HPO Strings, and then dances the night away to the sounds of the Harry Waller Orchestra! I urge you, and your friends to not miss out on this incredible evening, tickets are going quickly. Tickets are \$140 per person or purchase a table of 10 for \$1400 (includes name on the table). A tax receipt will be issued after the event for approximately 50% of the ticket cost. A Ticket form is enclosed, fax, mail or call to reserve your place today.

See you at the Gala,



105 Main Street East • Suite 1515 • Hamilton, On • L8N 1G6 • Phone: (905) 526-1677 • Fax: (905) 526-0616



Hamilton Philharmonic Orchestra

SPRING GALA

JUNE 1, 2001

LIUNA STATION

TICKET REQUEST FORM

TICKETS @ \$140 PER PERSON _____

TABLE OF TEN @\$1400 _____

INCLUDES SIGNAGE ON TABLE & A SPECIAL GIFT FOR THE HOST.

NAME ON TABLE: _____

TOTAL: \$ _____

NAME: _____

COMPANY: _____

MAILING ADDRESS: _____

CITY: _____ PROV. _____ PC _____

(H) PHONE: _____ (W) PHONE: _____

FAX: _____ EMAIL: _____

METHOD OF PAYMENT:

- ☐ PLEASE INVOICE (TICKETS MAILED UPON RECEIPT OF PAYMENT)
- ☐ CHEQUE PAYABLE TO THE HAMILTON PHILHARMONIC ORCHESTRA
- ☐ VISA CARD# _____ EXP: ____/____
- ☐ MASTERCARD# _____ EXP: ____/____

MAIL OR FAX ORDER FORM TO:

HAMILTON PHILHARMONIC ORCHESTRA

105 MAIN ST. E. SUITE 1515

HAMILTON, ON L8N 1G6

905-526-1677

FAX: 905-526-6556

Attn: Office

(*A TAX RECEIPT WILL BE ISSUED FOR A SIGNIFICANT PORTION OF THE TICKET PRICE FOLLOWING THE EVENT.)

2



EDMONTON OILERS
HOCKEY CLUB

11230 - 110 Street
Edmonton, Alberta
T5G 3H7
phone 780-414-4600
fax 780-414-4659
ticketing phone 780-414-6041
ticketing fax 780-414-4401
www.edmontonoilers.com

April 20, 2001

Mayor Bob Wade
1st Floor, City Hall
71 Main Street West
Hamilton, ON L8P 4Y5

Joe Renaldo
General Manager of Finance &
Corporate Services
The New City of Hamilton
2nd Floor, City Hall
71 Main Street West
Hamilton, ON L8P 4Y5

Gabe Macaluso
Hamilton Entertainment and Convention
Facilities Inc.
10 McNab Street
Hamilton Place
Hamilton, ON L8P 4Y3

Dear Sirs;

A small miracle just happened in Canada - a pro sports team did not leave for a USA destination.

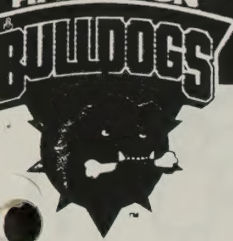
It was tough and there was plenty of hard work involved, but we never got to the level of throwing punches and making negative personal statements.

Thanks to your leadership, the Citizens of Hamilton won. They now benefit from a city that is a little bigger, a little better and now known for holding on to things of value.

It was fun working with you and we look forward to many more years of cheering on the Bulldogs - in Hamilton!

Best Regards,
Edmonton Oilers Hockey Club

Patrick LaForge
President and CEO



ADD 1 21

April 12, 2001

Gabe Macaluso
HECFI
10 McNab Street
Hamilton Place
Hamilton, Ontario
L8P 4Y3

Dear Gabe:

The Edmonton Oilers have made previous commitments for the teams 2001/2002 NHL training camp.

However, the Oilers welcome a proposal from HECFI and the New City of Hamilton to host the Club's training camp in 2002/2003.

We look forward to continuing our strong partnership.

Sincerely,

Cary Kaplan
President

/ad





Parks
Canada

Parcs
Canada

APR 17 2001

April 10, 2001

Mr. Gabe Macaluso
Chief Executive Officer
Hamilton Entertainment and Convention Facilities Inc.
1 Summers Lane
Hamilton, Ontario
L8P 4Y2

Dear Mr. Macaluso :

You may be aware that the Parks Canada Agency recently held a 4 day Minister's Round Table in the facilities of the Hamilton Convention Centre. I was responsible for the logistics at the Convention Centre on behalf of the Agency.

I am writing to express my appreciation to you and your staff for their professionalism, competence and good humor which went a long way to making the event the success that it turned out to be. Every staff member with whom I had contact, from the security staff in the loading area to the banquet managers on duty, to the movers of furniture and equipment and servers of food and beverages was pleasant, accommodating and professional . They went that extra step to provide a service. You should be proud of the team that you have assembled .

I would have no reticence in recommending your facility to anyone wishing to hold an event in the Hamilton area. I have no doubt that their event would be a greater success because of location.

Again, thank you.

Frank Roscoe
Parks Canada Agency





"A Bridge to Independence for Abused Women & Children"

APR 10 2001

April 10, 2001

H.E.C.F.I.
Gabe Macaluso
1 Summers Lane
Hamilton, ON
L8P 4Y2

Dear Mr. Macaluso,

On behalf of the Board of Directors, staff and clients of Second Stage Services I would like to extend our sincere thanks to H.E.C.F.I. for their approval of our subsidy fund application for the Hamilton Place Studio Theatre.

As a result of your generous contribution to the Miss Begotten production significant impact has been made for abused women and children seeking services. Your contribution permitted us to raise \$1700 towards providing counselling and interim housing for abused women and their children.

It is community minded companies like yours that helps our organization to continue to provide essential services to survivors of domestic violence.

Your continued support of Second Stage Services is greatly appreciated.

Sincerely,

Wendy Makey
Director of Administration
and Development

Toronto 2008 Olympic Bid
200 Queen's Quay West
Suite 400 P.O. Box 14
Toronto, Ontario
Canada M5H 1A7
Tel: 416 913 1138
Fax: 416 913 0095
1 800 249 0675

Société pour la candidature
olympique de la ville de Toronto
200 Queen's Quay West
Suite 400 P.O. Box 14
Toronto, Ontario
Canada M5H 1A7
Tel: 416 913 1138
Fax: 416 913 0095
1 800 249 0675
www.tor2008.com

April 26, 2001



Mr. Sal Farrauto
Hospitality Programming/Sales Manager
101 York Boulevard
Hamilton, ON
L8R 3L4

Dear Sal,

Now that the IOC Evaluation Commission has come and gone, I would like to take this opportunity to thank you and your colleagues for your invaluable contribution in making the IOC visit such a success.

As you know, many intense months of planning preceded the visit. We could not have achieved the success that we did without your input and assistance along the way. The IOC Commission team and the Toronto 2008 Bid Committee particularly appreciated the flexibility your organization demonstrated throughout the visit. The members of the Evaluation team were obviously impressed with the quality of both your facility and the services in which you are able to provide.

I think it was evident to the community and to the Evaluation Commission, that we have a smart, energetic and dedicated team. Thank you, for being part of our team and please forward on our thanks to all those involved on your team. We could not have done it without you.

Sincerely,

John I. Bitove
President and Chief Executive Officer



The Hamilton Follies Inc.

“Geritol Follies”

*Mr. Gabe Macaluso, CEO,
Hamilton Entertainment and
Convention Facilities Inc.
10, MacNab Street South,
Hamilton, Ontario.*

April 11th.2001

*Dear Mr. Macaluso,
The Board and members of the Geritol Follies wish to say a very big “Thank You” for your contribution to our “Roast and Toast” evening on April 3rd to celebrate our Director/Producer Christine Hamilton’s 80th birthday.
There were many businesses, groups and individuals in our community who supported our efforts which we greatly appreciate. Your involvement contributed so much to the success of this very special evening celebration.
In honour of Christine’s work in our city, we are directing the profits of this party to a Bursary/Scholarship Fund in Christine’s name. This fund is for medical students who specialize in Gerontology studies at McMaster University.
We thank you again for your interest and assistance.*

Sincerely,

*Bea Marskell.
President - Geritol Follies.*

*Geritol Follies,
c/o Hamilton Place,
10 MacNab St.South,
HAMILTON,
Ontario.
L8P 4Y3
Phone:-528-8095
Fax:- 528-2265*

Frank & Emily Vella
297 Helen St., Apt 4
Kingston, Ontario
K7L 4P6

February 19, 2000

Dear Robert Mendola,

We apologize for not writing this letter to you sooner. After our wedding 6 months ago (August 19, 2000), Emily had successfully defended her PhD at McMaster in early December and accepted a one year post-doctoral position at Queens University here in Kingston. We've moved, gone on our honeymoon, set up our office and slowly adjusted to Kingston life since.

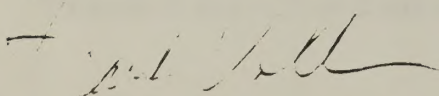
Emily and I would like to thank you, the Hamilton Convention Centre and their staff for making our wedding an unforgettable event, not only for us, but for our families and our guests. This letter minimally identifies the deep appreciation we have for your efforts and how the staff made certain that all 200 of our guests were comfortable and taken care of.

Prior to signing a contract with the Hamilton Convention Centre, Emily and I had seen many (approximately 25) wedding and banquet facilities and interviewed many establishment managers and owners. Both Emily and I are professionals (I am Electrical Engineer & Emily Ph.D Behavioural Endocrinology) and have attended many informal and formal functions through the course of our lives. Food was of paramount importance in our wedding decisions. We were thrilled the night of our wedding because it truly was an spectacular feast. Both family and friends, during and after the wedding, repetitively spoke about the taste and presentation of the various dishes and the warm ambiance that was present throughout the night. We both agreed that the Hamilton Convention Centre clearly matched and surpassed many organizations with their key selection of people from Chef to security.

We would like to point out, Rob, that you were the difference from other establishments. Both Emily and I fully understand the importance of being thorough, well organized and professional. Your impressive communication and sincere people skills made Emily and I feel relaxed, welcome and at home. It was an easy and clear decision. We highly recommend you to anyone interested in having a special function there. We know, that once people sit in your office Rob, they will be grateful and relieved that you are there for them. You willingly accepted suggestions, ideas and criticisms, not just from us, but you showed that all your people worked very well together.

We welcome further discussion with anyone regarding the selection of the Hamilton Convention Centre as the place for any special event they may have. Emily and I can be reached at home (613)-542-4384.

With gratitude,



Frank Vella, C.E.T., B.Eng.



Emily Vella, Ph.D



Community Builders Breakfast

"Celebrating The Spirit Of Volunteerism"

May 2, 2001

Gabe Macaluso
Managing Director & CEO
HECFI
101 York Blvd.
Hamilton, ON L8R 3L4

Dear Mr. Macaluso

On behalf of the Board of Directors of the Volunteer Centre of Hamilton & District and the Community Builder's Breakfast planning committee, we would like to thank you for your support and participation in the 3rd Annual Breakfast. The event was a celebration of the commitment of the corporate community in Hamilton-Wentworth to volunteerism. Your involvement by sponsoring a table at the breakfast proves your community leadership.

During this special year - the International Year of Volunteers (IYV), the Volunteer Centre and the IYV Steering Committee encourages you and your colleagues to pledge your volunteer hours on-line at www.volunteerhamilton.on.ca. This is one way you can celebrate the year, and at the same time help create a lasting legacy that will showcase Hamilton as the generous and caring community we know it to be.

Thank you again for your strong support of volunteerism in our community.

Sincerely,

Sharon Lax
President, Board of Directors

Liz Weaver
Executive Director

Thank you for your support



Volunteer Centre
of Hamilton & District

3

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, April 4, 2001
5:00 p.m.
Hamilton Place, Room #1**

MINUTES

PRESENT: Mrs. M. Dow, Acting Chair
Mayor R. Wade
Councillor C. Collins
Councillor B. Kelly
Councillor R. Powers
Mr. W. Ingleby
Mr. S. Monzavi
Mr. P. DeCaria

ALSO PRESENT: Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. J. Elder
Mr. S. Farrauto
Ms. D. Vivian

REGRETS: Councillor A. Horwath
Mr. A. Skrypniak
Ms. B. Campbell
Mr. J. Nelson
Mr. R. Baboth
Mr. F. Deys

1. Opening Remarks

Mrs. Dow called the meeting to order at 5:05 p.m. As a quorum was not present at the outset of the meeting, initially all information items were discussed followed by approval of action items once a quorum had been attained.

The CEO's remarks included a brief review of the success of the Juno's, both the Awards and the reception. It is hoped that future events are held in the New City – dates for 2002 are "on hold". Copps Coliseum received a *Prime Site Award* bestowed by Facilities & Event Management magazine. The awards are based on the opinions of those in the industry directly involved with site selection – promoters, booking agents and event planners. H.E.C.F.I. is pursuing the Canadian Olympic Hockey Team training camp to be held in 2002. H.E.C.F.I.'s relationships with coach, Pat Quinn, general manager, Wayne Gretsky, and Kevin Lowe, assistant general manager are positive factors in the negotiations. The Bulldogs have agreed to the use of olympic sized ice should negotiations succeed.

A. Community Dinner : Community Builders Breakfast : April 25, 2001

MOVED Councillor Kelly, seconded by Mr. Ingleby that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$500. TO THE THIRD ANNUAL COMMUNITY BUILDERS BREAKFAST TO BE HELD APRIL 25, 2001 AT THE HAMILTON CONVENTION CENTRE.

MOTION CARRIED.

2. Correspondence

Correspondence was received from the Hamilton Law Association and CARAS (Juno Awards) commending staff and facilities; and from P. Bennett thanking the Board for its expressions of condolences.

3. Minutes of Special Meeting Held February 22, 2001

MOVED by Councillor Kelly, seconded by Mr. Ingleby that

THE MINUTES OF THE SPECIAL MEETING HELD FEBRUARY 22, 2001 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Reports

5.1 Future Confirmed Events/Bookings

The reports detailing the confirmed bookings from April to June for Hamilton Place, and Copps Coliseum, as well as for the Convention Centre for the months March, April and May were received.

The CEO advised that in respect of booking events at Ivor Wynn Stadium, he has contacted representatives at SFX and House of Blues advising that the facility is now available for events. In the event that a request for space is received, H.E.C.F.I. will immediately contact Mr. Coopersmith for further discussion.

The Manager of Programming, John Elder, advised that he is working jointly with Anna Bradford (Economic Development) to book events for Aquafest. The possibility of H.E.C.F.I. becoming the exclusive booking authority on behalf of the New City was briefly discussed.

5.2 Booking/Revenue Reports

The Booking/Revenue Reports for the Hospitality/Sales and Client Services divisions were received. It was clarified that the Hospitality/Sales division is responsible for outside sales while the Client Services division is responsible for local sales. The Manager of Hospitality Sales reported that the discrepancy in the years 2000 and 2001 in the *conventions* category is as a result of having reported revenue for two, three year contracts (Sports Distributors and the Billiards Tournament) for an approximate \$300,000. in the year 2000.

6. Private and Confidential

MOVED by Mayor Wade, seconded by Councillor Collins that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 5:45 P.M.

MOTION CARRIED.

MOVED by Mr. Ingleby, seconded by Mr. Monzavi that

THE IN-CAMERA SESSION BE ADJOURNED AT 5:55 P.M.

MOTION CARRIED.

The following resolution was carried following the In-Camera Session:

Hamilton Place : Upgrade of Great Hall Sound System – Acceptance of Tender

MOVED by Councillor Powers, seconded by Councillor Collins that

THE LOWEST OF TWO BIDS RECEIVED SUBMITTED BY MACLEAN MEDIA SYSTEMS INC., BURLINGTON TO UPGRADE THE SOUND SYSTEM IN THE GREAT HALL AT HAMILTON PLACE, IN THE AMOUNT OF \$230,510.00 EXCLUDING ALL APPLICABLE TAXES, BE ACCEPTED; and

THAT THE COST OF THIS EXPENDITURE BE FINANCED FROM H.E.C.F.I. CAPITAL BUDGET ACCOUNT NO. 55916 920041001 HAMILTON PLACE RENOVATIONS AND REPLACEMENTS.

MOTION CARRIED.

MOVED by Mr. Monzavi, seconded by Councillor Kelly that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 6:05 P.M.

MOTION CARRIED.

MOVED by Councillor Powers, seconded by Mr. Ingleby that

THE IN-CAMERA SESSION BE ADJOUREND AT 6:10 P.M.

MOTION CARRIED.

7. New Business

Nil

8. Other Business

8.1 Hamilton Bulldogs Update

A copy of management's March 13, 2001 report to the Committee of the Whole outlining the details of H.E.C.F.I.'s presentation respecting the Hamilton Bulldogs proposed contractual agreement with the New City was received. The Manager of Business Services, Rick DiFilippo, provided Board Members with a review of the report.

Staff were commended for their efforts in reaching the agreement.

The Director of Operations/Events Delivery, Brad Calder, reported that a meeting had taken place with representatives from The Bulldogs, Tim Horton's, Sodexo and H.E.C.F.I. present. The meeting provided the forum for discussion respecting staff training, product presentation and possible future synergies to be taken advantage of.

During discussion regarding raising the profile of the Bulldogs in the New City, management was requested to continue to pursue with the Edmonton Oilers the possibility of having an Exhibition Game and/or a training camp at Copps Coliseum. It was agreed that Mayor Wade will forward a letter to Oilers management formally requesting the team's consideration of endorsing its partnership with Hamilton by scheduling an exhibition game or the training camp at Copps Coliseum.

8.2 Reports : Operational and Strategic Reviews of H.E.C.F.I. Facilities prepared by Colliers International Realty Advisors Inc.

Copies of the consultants' reports were circulated to Board Members with the agenda. Councillor Powers advised that the Committee of the Whole has referred the report(s) to staff for further analysis. It was recommended that the CEO involve himself in this process immediately.

8.3 Citizen Appointments Update

Councillor Collins reported that the Selection Committee hopes to complete applicant interviews within the next week or two and that the selection process is finalized by the end of April.

8.4 Tribute to Christine Hamilton

The CEO reported that the Tribute to Christine Hamilton held April 3th was a tremendous success and that the naming of Room #2 at Hamilton Place (the room where most of the rehearsals for Geritol Follies took place) in her honour was very meaningful to Christine

8.5 Juno Awards

Councillor Powers suggested the development of a placard which could be placed in a location at Hamilton Place which describes the various features of the facility. His experience at the Junos was that visitors from out-of-town were impressed and curious about the various features of the facility.

The CEO advised that he will pursue with the City's new Communications Division, the purchase of commercials to be televised during the next Juno Awards held at Copps Coliseum. This would be an opportune time to advertise Hamilton's many attractions.

8.6 Federation of Canadian Municipalities

Councillors Powers and Collins reported their involvement in the planning committee for the Federation of Canadian Municipalities convention which will come to Hamilton in 2002. Mr. Macaluso indicated H.E.C.F.I.'s enthusiastic support and willingness to become involved in the planning process.

9. Date of Next Meeting

At the Call of the Chair

10. Adjournment

The meeting adjourned at 6:15 p.m.

TAKEN AS READ AND APPROVED

(Mrs.) Mary Dow, Acting Chair

Patricia Bennett, Secretary

REPORT TO : **MARKETING & SALES COMMITTEE**

FROM : Mr. John Elder
Manager of Programming

COPIES TO : Mr. Gabe Macaluso
Managing Director/CEO:

: Mr. Rich Rakoczy
Entertainment Programmer

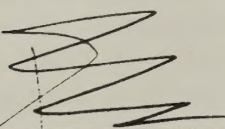
: Ms. Diana Bordonaro
Programming Secretary/Group Sales

DATE : 2001 May 11

RE : **CONFIRMED EVENTS/PERFORMANCES**
FROM MAY TO JULY 2001

The attached chart details the status of confirmed events/performances at Hamilton Place, Copps Coliseum, and Hamilton Convention Centre from **MAY TO JULY, 2001**.

Respectfully submitted:



John Elder
Manager of Programming

MAY 2001	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1	Jann Arden 8 pm (CP)			
2				
3	The Merry Widow 8:00 p.m.	Opera Insights 7:00 p.m.		Arenacross Move In
4	Opera Dark Day			Arenacross Championships 7:30 pm
5	The Merry Widow 8:00 p.m.	Opera Insights 7:00 p.m.	Big Bands 8:00 p.m.	Arenacross Championships 7:30 p.m.
6				
7				
8				
9	Crazy for You 8:00 p.m.	HPO Rehearsal 2 pm	Client Appreciation	
10	Engelbert Humperdinck 8:00 p.m.	HPO Rehearsal 10 am & 2 pm Chorus Rehearsal 7:30 pm		
11	McMaster Convocation 2:30 pm	McMaster University		Lynyrd Skynyrd 8:00 p.m.
12	HPO Classics Orchestral Genius 8:00 p.m.			
13				
14				
15				
16				International Tattoo Rehearsal
17				
18				
19	Everly Brothers 8:00 p.m.			
20				
21				
22				
23				International Tattoo Rehearsal
24	HPO Rehearsal 2 pm - 4:30 pm			
25	HPO Pops - A Very British Affair 8 pm			
26				
27				
28				
29	McMaster Univ Convoc Set up	McMaster University		
30	McMaster Convocation 9:30 am / 2:30 pm	McMaster University		International Tattoo Rehearsal
31	McMaster Convocation 9:30 am / 2:30 pm	McMaster University		Tattoo Move In/Set Up

Confirmed Events/Performances

Events other than rentals are marked *(P) **(CP)

JUN 2001	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1	McMaster Convocation 9:30 am / 2:30 pm	McMaster University		Tattoo Set Up/Rehearsals
2	Studioarts Live 7:00 p.m.			Hamilton Int'l Tattoo 7:30 pm
3	BARRAGE-The World On Stage 7:30 p.m.	Players Guild Move In/Set Up		Hamilton Int'l Tattoo 2:30 p.m.
4		Players Guild Rehearsal		
5		Players Guild Rehearsal		
6		Players Guild Rehearsal		
7	Chantal Kreviazuk 8 pm	Lettice and Lovage 7:30 p.m.		
8	Burlington School of Dance 7:30 p.m.	Lettice and Lovage 8:00 p.m.		
9	Burlington School of Dance 7:30 p.m.	Lettice and Lovage 8:00 p.m.		
10	The Canadian Tribute to Glenn Miller VHA - 2 pm	Players Guild Dark		
11		Players Guild Dark		Garden Bros. Circus Move In
12	Associated Country Women of World	Players Guild Dark		Garden Bros. 4:15 p.m. / 7:30 p.m.
13	Associated Country Women of World	Players Guild Dark		Garden Bros. 4:15 p.m. / 7:30 p.m.
14	Associated Country Women of World	Lettice and Lovage 8:00 p.m.		
15	Associated Country Women of World	Lettice and Lovage 8:00 p.m.		Ronnie Milsap 8:00 p.m. Police Assn
16	Associated Country Women of World	Lettice and Lovage 2 pm/8 pm		
17	Associated Country Women of World			
18	Women of World / Geritol Follies Set up			
19	Geritol Follies 2:00 p.m.			
20	Geritol Follies 2:00 p.m.			
21	Geritol Follies 2:00 p.m.			Watchtower Convention Move in
22	Geritol Follies 2 pm / 7:30 p.m.			Watchtower Convention 8 am - 6 pm
23		Pushing The Improve Fundraiser 8 pm		Watchtower Convention 8 am - 6 pm
24				Watchtower Convention 8 am - 6 pm
25				Pantera Concert (CP)
26				
27				
28				The Watchtower Convention Move in
29				The Watchtower Convention 8 am - 6 pm
30				The Watchtower Convention 8 am - 6 pm

JUL 2001	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1				Jehovah's Witnesses Convention 8 am - 6 pm
2				
3				
4				
6				
7				
8				
9				
10				
11				
12				
13	Victory Christian Services 7 pm			
14	Victory Christian Services 7 pm			
15				
16				
17				
18				
19				
20	Fred Deely Imports - Annual New Model Announcement 2002 8 am - 5 pm			
21	Fred Deely Imports - Annual New Model Announcement 2002 8 am - 5 pm		Sunoco presents Jimmy Flynn	
22	Fred Deely Imports - Annual New Model Announcement 2002 8 am - 5 pm		Fred Deely Imports	
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HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEMORANDUM

TO: Mr. G. Macaluso
Managing Director/CEO

FROM: Mr. B. Calder, Director of Operations/Events Delivery
Mr. S. Farrauto, Hospitality Programming & Sales Manager

DATE: 2001 May 10

SUBJECT: **CONFIRMED BOOKINGS AT HAMILTON CONVENTION CENTRE**
APRIL, MAY & JUNE, 2001

MONTH OF APRIL, 2001

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	17	3,995
MEETINGS	29	4,220
CONVENTIONS	3	2,920
TRADE & CONSUMER SHOWS	1	350
OTHER	5	1,445
TOTAL	55	12,930

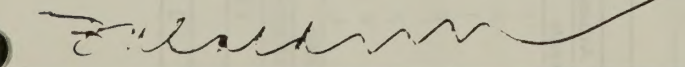
MONTH OF MAY, 2001

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	10	3,600
MEETINGS	37	3,872
CONVENTIONS	4	3,090
TRADE & CONSUMER SHOWS	0	0
OTHER	6	2,210
TOTAL	57	12,772

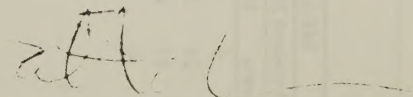
MONTH OF JUNE, 2001

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	10	2,855
MEETINGS	13	1,473
CONVENTIONS	5	14,100
TRADE & CONSUMER SHOWS	0	0
OTHER	3	510
TOTAL	31	18,938

Respectfully submitted,



Brad Calder
Director of Operations/Events Delivery



Sal Farrauto
Hospitality Programming & Sales Manager

CLIENT SERVICES BOOKING REPORT

APRIL 2001

MONTH	MEALS & BANQUETS				MEETINGS				RECEPTIONS				WEDDINGS			
	Attained 2000		Attained 2001		Attained 2000		Attained 2001		Attained 2000		Attained 2001		Attained 2000		Attained 2001	
	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars
January	4	55,467	23	189,858	27	31,949	28	29,630	2	10,099	2	5,259	0	0	0	0
February	25	232,268	10	117,073	26	32,080	25	32,447	1	685	4	4,433	0	0	0	0
March	13	199,866	5	49,877	29	40,716	31	47,847	0	0	1	175	0	0	0	0
April	4	39,762	9	89,966	13	27,026	25	21,048	2	5,526	0	0	0	0	0	0
May																
June																
July																
August																
September																
October																
November																
December																
TOTAL	46	527,363	47	446,774	95	131,771	109	130,972	5	16,310	7	9,867	0	0	0	0

MONTH	TRADE SHOWS				OTHER				TOTALS			
	Attained 2000		Attained 2001		Attained 2000		Attained 2001		Attained 2000		Attained 2001	
	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars
January	1	1,896	0	0	3	16,497	1	2,332	37	115,908	54	227,079
February	0	0	0	0	4	72,439	2	7,275	56	337,472	41	161,228
March	1	7,420	1	24,566	2	6,982	1	56,286	45	254,984	39	178,751
April	0	0	0	0	3	17,390	4	13,451	22	89,704	38	124,465
May												
June												
July												
August												
September												
October												
November												
December												
TOTAL	2	9,316	1	24,566	12	113,308	8	79,344	160	798,068	172	691,523

HOSPITALITY SALES BOOKING REPORT

APRIL 2000 & 2001

MONTH	CONVENTIONS				SPECIAL EVENTS/AMATEUR SPORTS				OTHER				TOTALS			
	Attained 2000		Attained 2001		Attained 2000		Attained 2001		Attained 2000		Attained 2001		Attained 2000		Attained 2001	
	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars
January	1	138,000	1	57,000	0	0	0	0	0	0	0	0	1	138,000	1	57,000
February	4	190,000	4	85,000	1	10,000	2	250,000	1	120,000	3	37,000	6	320,000	9	372,000
March	3	123,000	2	16,000	1	10,000	0	0	2	13,000	2	11,000	6	146,000	4	27,000
April	1	15,000	3	108,000	1	330,000	0	0	1	40,000	1	20,000	3	385,000	4	128,000
May																
June																
July																
August																
September																
October																
November																
December																
TOTAL	9	466,000	10	266,000	3	350,000	2	250,000	4	173,000	6	68,000	16	989,000	18	584,000



Financial Summary For The Year Ended December 31, 2000

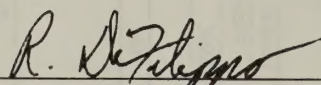
Actual Results For The Year Ended December 31, 1999		(1) Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$8,431,764	Revenue	\$7,803,040	\$8,770,498	\$967,458
<u>10,330,986</u>	Expenses	<u>9,810,500</u>	<u>10,543,861</u>	<u><733,361></u>
	Excess of Expenses			
<u>\$1,899,222</u>	Over Revenue From Operations	<u>\$2,007,460</u>	<u>\$1,773,363</u>	<u>\$234,097</u>

Comments:

HECFI's municipal contribution was under-expended by \$234,097 (see row 3, column 3 above) for the year ended December 31, 2000. This represents a favourable result of \$240,319 from the over-expended amount of \$6,222 that was reported to you for the eleven-month period ended November 30, 2000.

The under-expended municipal contribution of \$240,319 for the month of December arose primarily from lower than anticipated charges/higher than expected interest revenue from the City of Hamilton. These "surprises" totalled approximately \$173,000. In addition, higher than budgeted revenues were obtained due to good activity levels being attained at Copps Coliseum and at the Ronald V. Joyce Centre for the Performing Arts at Hamilton Place. As well, expenditure savings were realized in the month of December.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. Rick DiFilippo, CA
Manager of Business Services

26 April 2001

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES**

	Budgeted		Actual		Favourable/ (Unfavourable) Budget Variance	%	Actual	
	Operating Results For The twelve Month Period Ended December 2000	(2)	Operating Results For The twelve Month Period Ended December 2000	(3)			Operating Results For The twelve Month Period Ended December 1999	(6)
REVENUE	(1)				(4)	(5)		
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,350,100	\$1,350,100	\$1,394,126	\$1,394,126	\$44,026	3.3%	\$1,731,497	
OTHER RENTALS	559,440	559,440	391,960	391,960	(167,480)	-29.9%	433,634	
FOOD, BEVERAGE AND CONCESSIONS	2,689,240	2,689,240	3,235,274	3,235,274	546,034	20.3%	2,940,548	
RECOVERIES	2,521,170	2,521,170	2,903,527	2,903,527	382,357	15.2%	2,604,963	
BOX OFFICE	342,240	342,240	438,103	438,103	95,863	28.0%	381,400	
OTHER	340,850	340,850	407,508	407,508	66,658	19.6%	339,722	
TOTAL REVENUE	\$7,803,040	\$7,803,040	\$8,770,498	\$8,770,498	\$967,458	12.4%	\$8,431,764	
	Budgeted		Actual		Favourable/ (Unfavourable) Budget Variance	%	Actual	
	Operating Results For The twelve Month Period Ended December 2000	(2)	Operating Results For The twelve Month Period Ended December 2000	(3)			Operating Results For The twelve Month Period Ended December 1999	(6)
EXPENSES BY DEPARTMENT / SECTION	(1)				(4)	(5)		
OPERATIONS-ADMINISTRATION	\$283,080	\$283,080	\$278,129	\$278,129	\$4,951	1.7%	\$280,548	
FOOD AND BEVERAGE	2,129,250	2,129,250	2,585,941	2,585,941	-456,691	-21.4%	2,344,617	
EVENTS DELIVERY	2,691,110	2,691,110	3,168,714	3,168,714	-477,604	-17.7%	2,946,971	
BUILDING OPERATIONS	1,682,970	1,682,970	1,654,017	1,654,017	28,953	1.7%	1,896,446	
MARKETING AND PROMOTION	1,673,980	1,673,980	1,615,682	1,615,682	58,298	3.5%	1,572,209	
ADMINISTRATION-CEO/BOARD	503,400	503,400	470,386	470,386	33,014	6.6%	477,968	
PROFESSIONAL FEES	30,000	30,000	11,080	11,080	18,920	63.1%	12,633	
BUSINESS SERVICES	391,850	391,850	361,659	361,659	30,191	7.7%	382,329	
BOX OFFICE	332,500	332,500	319,883	319,883	12,617	3.8%	332,480	
INSURANCE	92,360	92,360	78,370	78,370	13,990	15.1%	84,785	
TOTAL EXPENSES	\$9,810,500	\$9,810,500	\$10,543,861	\$10,543,861	(\$733,361)	-7.5%	\$10,330,986	
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,007,460	\$2,007,460	\$1,773,363	\$1,773,363	\$234,097	11.7%	\$1,899,222	
CONTRIBUTION FROM THE CITY	\$2,007,460	\$2,007,460	\$2,007,460	\$2,007,460	\$0	0.0%	\$2,082,910	
UNDER (OVER) EXPENDED MUNICIPAL CONTRIBUTION	\$0	\$0	\$234,097	\$234,097	\$234,097	0.0%	\$183,688	

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs

STATUS REPORT ON HECFI REVENUE FOR THE TWELVE MONTH PERIOD ENDED DECEMBER 31, 2000

	Hamilton Convention Centre			Hamilton Place			Copps Coliseum			Corporate *			TOTAL HECFI		
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month
2000 Actual	355,390	3,469,149	246,217	1,525,292	437,469	3,224,946	197,737	551,111	1,236,813	8,770,498					
2000 Budget	459,054	3,027,080	175,484	1,129,890	371,963	3,243,830	100,973	402,240	1,107,474	7,803,040					
Favorable/ (Unfavorable) Variance	(103,664)	442,069	70,733	395,402	65,506	(18,884)	96,764	148,871	129,339	967,458					

COMPARISON TO PRIOR YEAR'S ACTUALS

	Hamilton Convention Centre			Hamilton Place			Copps Coliseum			Corporate *			TOTAL HECFI		
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month
2000 Actual	355,390	3,469,149	246,217	1,525,292	437,469	3,224,946	197,737	551,111	1,236,813	8,770,498					
1999 Actual	425,208	3,450,693	292,151	1,352,195	181,162	3,181,629	83,045	447,247	981,566	8,431,764					
Favorable/ (Unfavorable) Variance	(69,818)	18,456	(45,934)	173,097	256,307	43,317	114,692	103,864	255,247	338,734					

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.



Financial Summary
For The Two Months Ended February 28, 2001

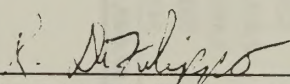
Actual Results For The Period Ended February 29, 2000		(1) Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$1,428,756	Revenue	\$1,235,315	\$1,361,820	\$ 126,505
<u>1,913,639</u>	Expenses	<u>1,573,133</u>	<u>1,766,984</u>	<u>(193,851)</u>
	Excess of Expenses			
<u>\$ 484,883</u>	Over Revenue From Operations	<u>\$ 337,818</u>	<u>\$ 405,164</u>	<u>\$(67,346)</u>

Comments:

HECFI's municipal contribution was over-expended by \$67,346 (see row 3, column 3 above) for the two month period ended February 28, 2001.

The unfavourable results for the two month period arose primarily due to higher than budgeted expenditures (particularly in the areas of maintenance and operating supplies).

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.



Mr. Rick DiFilippo, CA
Manager of Business Services

18 April 2001

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES**

	(1)	(2)	(3)	(4)	(5)	(6)
	Actual Operating Results For The two Month Period Ended February 2001	Budgeted Operating Results For The two Month Period Ended February 2001	Actual Operating Results For The two Month Period Ended February 2001	Favourable/ (Unfavourable) Budget Variance Amount	%	Actual Operating Results For The two Month Period Ended February 2000
REVENUE	(1)	(2)	(3)	(4)	(5)	(6)
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,312,850	\$210,434	\$205,461	(\$4,973)	-2.4%	\$223,424
OTHER RENTALS	529,320	112,488	86,749	(25,739)	-22.9%	95,625
FOOD, BEVERAGE AND CONCESSIONS	2,815,790	366,567	487,366	120,799	33.0%	419,079
RECOVERIES	2,493,370	437,993	503,278	65,285	14.9%	556,661
BOX OFFICE	370,330	58,340	53,232	(5,108)	-8.8%	85,775
OTHER	347,520	49,493	25,734	(23,759)	-48.0%	48,192
TOTAL REVENUE	\$7,869,180	\$1,235,315	\$1,361,820	\$126,505	10.2%	\$1,428,756
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$269,510	\$44,544	\$46,704	(\$2,160)	-4.8%	\$48,089
FOOD AND BEVERAGE	2,328,840	288,608	385,041	(96,433)	-33.4%	342,556
EVENTS DELIVERY	2,314,810	357,290	461,034	(103,744)	-29.0%	520,516
BUILDING OPERATIONS	2,140,840	382,733	407,574	(24,841)	-6.5%	417,619
MARKETING AND PROMOTION	1,484,630	288,499	262,685	25,814	8.9%	333,366
ADMINISTRATION-CEO/BOARD	506,170	86,210	80,802	5,408	6.3%	81,968
PROFESSIONAL FEES	30,000	3,334	1,291	2,043	61.3%	0
BUSINESS SERVICES	386,300	65,904	65,093	811	1.2%	59,698
BOX OFFICE	323,180	56,011	56,760	(749)	-1.3%	66,262
INSURANCE	92,360	0	0	0	0.0%	43,565
TOTAL EXPENSES	\$9,876,640	\$1,573,133	\$1,766,984	(\$193,851)	-12.3%	\$1,913,639
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,007,460	\$337,818	\$405,164	(\$67,346)	-19.9%	\$484,883
CONTRIBUTION FROM THE CITY	\$2,007,460	\$337,818	\$337,818	\$0	0.0%	\$302,602
UNDER (OVER) EXPENDED						
MUNICIPAL CONTRIBUTION	\$0	\$0	(\$67,346)	(\$67,346)	0.0%	(\$182,281)

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs

STATUS REPORT ON HECFI REVENUE FOR THE TWO MONTH PERIOD JANUARY AND FEBRUARY 2001

	Hamilton Convention Centre		Hamilton Place		Copps Coliseum		Corporate *		TOTAL HECFI	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2001 Actual	501,014	501,014	268,839	268,839	538,735	538,735	53,232	53,232	1,361,820	1,361,820
2001 Budget	393,828	393,828	242,181	242,181	540,632	540,632	58,674	58,674	1,235,315	1,235,315
Favorable/ (Unfavorable) Variance	107,186	107,186	26,658	26,658	(1,897)	(1,897)	(5,442)	(5,442)	126,505	126,505

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department



**Financial Summary
For The First Quarter Ended March 31, 2001**

Actual Results For The Quarter Ended March 31, 2000		(1) Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$2,143,134	Revenue	\$2,210,326	\$2,380,268	\$ 169,942
<u>2,870,459</u>	Expenses	<u>2,590,113</u>	<u>2,840,087</u>	<u>(249,974)</u>
	Excess of Expenses			
<u>\$ 727,325</u>	Over Revenue From Operations	<u>\$ 379,787</u>	<u>\$ 459,819</u>	<u>\$(80,032)</u>

Comments:

HECFI's municipal contribution was over-expended by \$80,032 (see row 3, column 3 above) for the quarter ended March 31, 2001. This represents a \$12,686 increase to the over-expended municipal contribution for the month of March.

The unfavourable results for the month of March and for the first quarter arose primarily due to higher than anticipated expenditures (particularly in the areas of maintenance and operating supplies) and to lower than anticipated revenue being generated for display signage.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

Mr. Rick DiFilippo, CA
Manager of Business Services

02 May 2001

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

STATUS REPORT ON HECFI REVENUE FOR THE THREE MONTH PERIOD ENDED MARCH 31, 2001

	Hamilton Convention Centre		Hamilton Place		Copps Coliseum		Corporate *		TOTAL HECFI	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2001 Actual	188,238	689,252	173,699	442,538	579,459	1,118,194	77,052	130,284	1,018,448	2,380,268
2001 Budget	207,037	600,866	145,185	387,366	555,301	1,095,933	67,487	126,161	975,010	2,210,326
Favorable/ (Unfavorable) Variance	(18,799)	88,386	28,514	55,172	24,158	22,261	9,565	4,123	43,438	169,942

COMPARISON TO PRIOR YEAR'S ACTUALS

	Hamilton Convention Centre		Hamilton Place		Copps Coliseum		Corporate *		TOTAL HECFI	
	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date
2001 Actual	689,252	442,538	1,118,194	130,284	2,380,268					
2000 Actual	657,380	385,273	971,489	128,992	2,143,134					
Favorable/ (Unfavorable) Variance	31,872	57,265	146,705	1,292	237,134					

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department



Hamilton
Entertainment
and Convention
Facilities Inc.

5.6
One Summers Lane
Hamilton, Ontario
L8P 4Y2
Tel. (905) 546-3000
Fax. (905) 546-3002

FOR INFORMATION

MEMO TO : HECFI BOARD OF DIRECTORS

FROM : Mr. G. Macaluso,
Managing Director/CEO

: Mr. B. Calder, P.Eng.,
Director of Operations/Events Delivery

DATE : 2001 May 9

SUBJECT : OCCUPATIONAL HEALTH AND SAFETY

RECOMMENDATION:

THAT THE FOLLOWING REPORT BE RECEIVED FOR INFORMATION PURPOSES.

BACKGROUND:

This report provides an outline of health and safety issues affecting the Corporation for the first quarter of 2001.

Work Refusals:

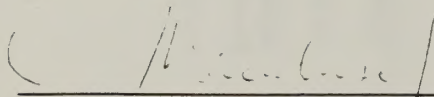
Since the previous report of 2001 January 25, no work refusals pertaining to health and safety concerns have occurred.

Ministry of Labour Inspections:

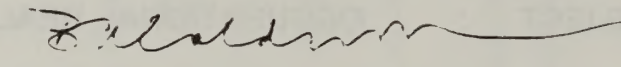
The Ministry of Labour has not visited any of the facilities to conduct workplace inspections or respond to an employee health and safety concern since the previous report.

Health and Safety Committee Reports:

A meeting of the HECFI Joint Health and Safety Committee was held on 2001 April 30. Attached herewith please find a copy of the minutes recorded for these meetings. A number of issues are presently being addressed at the committee level.



G. Macaluso,
Managing Director/CEO



B. Calder, P.Eng.
Director of Operations/Events Delivery

Attachment



Hamilton
Entertainment
and Convention
Facilities Inc.

HECFI JOINT HEALTH AND SAFETY COMMITTEE
MONDAY, APRIL 30, 2001 – 10:00 A.M.
CONVENTION CENTRE

PRESENT

Management Representatives

: Mr. B. Fletcher
: Mr. S. Haining
: Mr. D. Kelly
: Mr. J. van den Heuvel

Worker Representatives

: Ms. C. Baker, Local B-173
: Mr. D. Costantino, Local 772
: Mr. T. McAnuff, Local 129
: Ms. M. Murray, Non-Union Office

REGRETS

: Ms. D. Hansen, Local 333

COPIES TO

: Mr. G. Macaluso, Managing Director/CEO, HECFI
: Mr. B. Calder, Director of Operations/Events Delivery, HECFI
: Mr. L. Fenyvesi, Safety Officer, Human Resources Centre
: Mr. T. Reinhart, Chief Engineer, CUP

: Mr. L. Malenfant, President, Local B-173
: Mr. B. Pincombe, President, Local 129
: Mr. P. Voulgaris, Business Agent, Local 333
: Mr. P. Yemen, Business Agent, Local 772

Time commenced: 10:10 a.m.

Time completed: 10:50 a.m.

1. Chairperson's Remarks

Mr. McAnuff welcomed the Committee members to the meeting.

2. Minutes of Meeting – January 9, 2001

The minutes of the meeting of 2001 January 9 were accepted as circulated.

3. Follow-Up Items:

.1 Building Fire Safety Plans

Fire Alarm Systems

Copps: Mr. van den Heuvel reported that Honeywell is pursuing an alternate, economically feasible solution to increase the sound level of the paging system.

HP: Mr. van den Heuvel reported that Simplex will be assisting Ark Tech with repairs to the Hamilton Place fire alarm system (doors do not close and the exit signs do not flash in the second floor 'client services' hallway).

Evacuation Drills

Discussion took place that a fire drill at Copps Coliseum should be scheduled in the next week even though the paging system would not be operating. It was suggested that annual drills should also be undertaken at Hamilton Place and the Convention Centre.

**Action: van den Heuvel/pursue solution with Honeywell
Co-Chairs/conduct evacuation drill at Copps, HP and HCC**

2. WHMIS/Staff Training

Management is continuing to pursue arrangements for refresher WHMIS training. It was noted that some staff at Hamilton Place have not had any training in WHMIS.

Action: J. van den Heuvel/training (initial and refresher)

3. Policy Re Hard Hats/Status

The draft document attached with the agenda entitled Personal Protective Equipment was reviewed; following a brief discussion the committee approved the policy.

Action: Forward to management

4. Miscellaneous

Light Fixtures/Wentworth Room/HCC – Repairs/modifications to the fixtures will be undertaken during the summer months and will coincide with a separate project where the wiring will be enclosed in cloth storage bags.

Action: van den Heuvel/status

Eye Wash Station/Copps – The eye wash station has been modified to accommodate physical access.

Retail Area/Copps – It was recognized that use of the retail space including storage of paint and thinners will be an on-going issue as often as this area is rented to interested parties. Management will ensure that fire extinguishers are placed in the area during rental periods.

5. Ministry of Labour/"Orders to Comply"

It was reported that the matter of applying to the Ministry of Labour for a 'notice of project' for events is still not finalized. Until the M.O.L. renews this requirement, the HECFI facilities will continue to work in a safe manner. It was noted that the Ministry continues to have the right to inspect the buildings at any time.

6. Dish Room/HCC

The area in question has been cleared; management to ensure that the floor area is marked.

7. Accident Report Items

Banquet Service Corridors -

Installation of windows in these doors will be pursued over the summer months; the same project will be considered for the doors from backstage to the change rooms at Hamilton Place.

Action: van den Heuvel/status

Steel Mesh Gloves – This issue has been discussed with the Executive Chef; it was clarified that staff wear the appropriate protection for the majority of time.

Detailing Vehicles/HCC – It is recognized that detailing of vehicles in the loading dock is unsuitable for clients. However, during the recent APMA convention, problems were eliminated because plastic was placed beneath the cars on the HP stage. Duty and/or event supervisors should monitor move-ins.

8. Processing "Injured on Duty Reports"

This information has been circulated to appropriate managers and supervisors.

9. Air Humidity/HP

CUP has checked the system and all humidifiers are working properly.

10. Equipment Use/Maintenance Staff

Appropriate staff have been instructed that only maintenance employees are authorized to use the saws for cutting plexiglass.

11. Nutcracker Incident/HP

The incident during the Nutcracker rehearsal in December 2000 has been concluded. It was noted that new wireless headsets are in use by staff on the fly floor.

4. Regular Reports

.1 Significant Incident/Accident Reports

Reports circulated with the agenda were reviewed. It was noted that staff are becoming aware of the need to 'report' accidents even though there is no lost time.

Discussion took place with respect to the completion of the "Remedy" section.

.2 HECFI Workplace Inspection Reports

The Inspection Reports for December, January, February and March were reviewed.

.3 C.U.P. Workplace Inspection Reports - Nil

.4 C.U.P. Health and Safety Committee Meetings

The minutes of the C.U.P. Joint Health and Safety Committee meeting held January 17, 2001 were reviewed.

.5 Ministry of Labour Inspection Reports - Nil

.6 Accident Analysis and Statistics

The reports covering HECFI for the fourth quarter of 2000 and the first quarter of 2001 were reviewed.

5. New Business

.1 Construction Health and Safety Program

The Committee members reviewed the article received from Mr. L. Fenyvesi.

2. Discussion (New Business) Items

The Committee members were reminded that health and safety hazards or concerns should be brought to the attention of their workplace inspector(s) to be included on the regular Workplace Inspection Reports or immediately brought to the attention of their supervisor for action. Issues should be addressed as soon as possible and not wait for discussion at the JHSC meetings.

3. Box Office/HP

Discussion took place respecting two recent incidents in the Hamilton Place box office that has initiated a request for a security camera to be positioned across the ticket windows. Both incidents required contact with security and/or police, ambulance. The request will be investigated although it should be recognized that a camera will only record the incident.

Action: van den Heuvel/status

4. Wardrobe Area/HP

Mr. McAnuff is to order a safety cabinet to store chemicals for the wardrobe area at Hamilton Place.

5. Harness Use

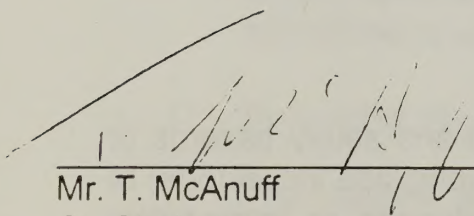
The Committee members were reminded that any staff involved with the manlift and/or raising platforms, must be tied off with a 5-point safety harness as per Ministry regulations.

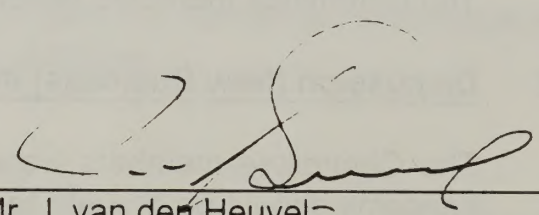
6. Loading Dock/Copps Coliseum

A brief discussion took place respecting the condition in the loading dock at Copps Coliseum due to the number of pigeons.

6. Date of Next Meeting

The next meeting will be scheduled for June once event activity is confirmed.



Mr. T. McAnuff
Co-Chairperson

Mr. J. van der Heuvel
Co-Chairperson

Minutes recorded by: M. G. McCaffrey
2001 May 4



DIRECTOR'S REPORT - OPERATIONS/EVENTS DELIVERY

The Director of Operations/Events Delivery presents herein, his report for the month of May 2001.

Food and Beverage Section -

Event activity scheduled for the month of May at the Convention Centre includes:

Conventions/conferences for;

- ~ Hamilton Health Sciences Acquired Brain Injury Conference (8th Annual)
- ~ McMaster University Nurse To Nurse Conference
- ~ Ontario Association of School Business Officials Annual Conference
- ~ Hamilton-Burlington and District Real Estate Board SOA Conference

Banquets/receptions for;

- ~ Georgia Pacific Canada Inc.
- ~ HECFI Client Appreciation reception
- ~ Ontario 5 Pin Bowlers Association (3X)
- ~ City of Hamilton Mayor's Status of Women Committee
- ~ Hamilton Health Sciences Human Resources Department

Meetings/meal functions for;

- ~ Corporation of the City of Hamilton – Municipal Clerks office
- ~ Hamilton Utilities Corporation
- ~ TDL Group Ltd.
- ~ McMaster University Continuing Education
- ~ College of Family Physicians of Canada
- ~ Workplace Safety and Insurance Board
- ~ Canadian Multi Centre Osteoporosis Study
- ~ Durand Neighbourhood Association Inc.
- ~ Fidelity Investments
- ~ Niagara Church House
- ~ Hamilton Street Railway Reunion

- ~ McMaster University – Department of Chemical Engineering
- ~ Women's Canadian Club
- ~ St. Joseph's Hospital
- ~ McMaster University – Physics and Astronomy Department

Miscellaneous functions for;

- ~ St. Mary's High School Senior Spring Formal
- ~ Creative Arts Inc. Big Band Showdown
- ~ McMaster University Medical School Graduate Convocation/Reception
- ~ Price Water House Coopers I.C.A.O. examinations
- ~ Skillpath seminars
- ~ Hamilton Spectator Management training seminar

Total revenue from food and beverage sales and room rentals is projected to exceed the budgetary target of \$220,000.00 established for the month of May by approximately \$10,000.00.

Events Delivery Section -

Events scheduled at Copps Coliseum include:

- The Canadian Arenacross Championship (2 days)
- a concert by "Lynyrd Skynyrd" with special guest Ted Nugent

In the Great Hall at Hamilton Place, events scheduled include;

- ~ a concert by Jann Arden
- ~ two performances of "The Merry Widow" by Opera Hamilton
- ~ a performance of "Crazy For You" – The New Gershwin Musical
- ~ a concert by Engelbert Humperdinck
- ~ convocation exercises for McMaster University
- ~ classics and pops concert performances by the Hamilton Philharmonic Orchestra
- ~ a concert by The Everly Brothers

Activity scheduled in the Studio Theatre includes:

- ~ rehearsals of the Hamilton Philharmonic Orchestra
- ~ auditions for the Nutcracker Ballet
- ~ staging and reception area for the McMaster University convocation

Building Operations Section -

A purchase order has been issued to Maclean Media Systems Inc. for renovations to the Hamilton Place sound system. The required equipment has been ordered and delivery is expected by mid June. Once the equipment is received, the installation work on site will commence.

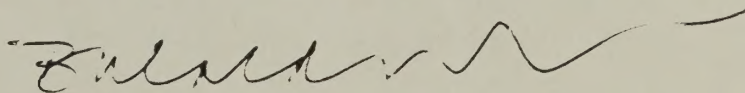
The Hamilton Bulldogs have made a request to expand the area of their home team dressing room. They have asked that consideration be given to expanding their existing space so as to include the adjacent dressing room number 4. This additional space would be used as a training facility and coaches' office.

Should we accede to this request, dressing room space presently required by concerts, casual ice rentals, AHL visiting team and most other events would be reduced. In order to make up for this lost space, a portion of dressing room number 1 would have to be converted back to an actual dressing room area. Staff are presently investigating all costs associated with the request as well as ramifications relating to same.

Other –

At the 2001 February 8 meeting of the HECFI Board of Directors a new Purchasing Policy was approved. Included within the Purchasing Policy is a policy respecting the use of procurement cards for acquiring goods and/or services. Attached please find a copy of Policy for Procurement Cards – Policy #15. Management will be instituting this procedure with those employees that are required to purchase and acquire goods and/or services as a regular function of their job.

Respectfully submitted,



BNC:mgm
Attachment

B. N. Calder, P.Eng.,
Director of Operations/Events Delivery.

THE CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES PURCHASING DIVISION

Policy for Procurement Cards

SECTION 4

POLICY #15

Date Approved: December 19, 2000

POLICY

The purpose of this policy is to set out guidelines for acquiring goods and/or services through the use of City Procurement Cards. The General Manager or Executive Director shall appoint employees who will be authorized to use a Procurement Card to purchase goods and/or services following sound business practices.

1. The Purchasing Card will be issued once the employee has read, signed and submitted the "Employee Acknowledgement" form, which sets out in writing his or her responsibilities and restrictions regarding the use of the Purchasing Card, to the program administrator.
2. All Procurement Cards issued will have a predetermined "Single Transaction Limit", a "Monthly Credit Limit" and "Blocked Commodities" as determined and authorized by the General Manager/Executive Director of the initiating department in conjunction with the Director, Financial Services. All procurement cards will be blocked from obtaining cash advances.
3. The Program will be administered and audited by the Director, Financial Services or designate, who will maintain a master file of all Procurement Cards and card limits.
4. The Purchasing Card shall not be used:
 - a. when a contract or tender is in effect for the product (unless, based on sound business practices, circumstances make it necessary to do so).
 - b. for personal purchases of any nature.
5. Vendors will not be rejected as a result of their non-acceptance of Procurement Cards; however, where pricing is identical, the lowest total acquisition cost may be used in determining the successful vendor.

REFERENCE

Procedures: Procedure for Procurement Cards #PR-13

JUN 11 2001

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

GOVERNMENT DOCUMENTS

CAY ON HBL V89
A35
2001

ANNUAL MEETING OF THE BOARD OF DIRECTORS

**Wednesday, June 13, 2001
12:00 Noon
Hamilton Convention Centre, Room 314**

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. *Confirmation of Proceedings*
- B. *Appointment of Auditors*

Attachment A
Attachment B

INFORMATION ITEMS

2. Minutes of Annual Meeting January 26, 2000

Attachment 2

- 2.1 Errors of Omissions
- 2.2 Motion to Approve

3. New Business
4. Other Business
5. Adjournment

OUTSTANDING BUSINESS

Nil

2001 May 31
Patricia Bennett
Legislative Assistant

THE UNIVERSITY OF

THE STATE OF

MISSISSIPPI

A. Confirmation of Proceedings

THAT ALL OTHER ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE APPROVED, RATIFIED AND CONFIRMED.

B. **Appointment of H.E.C.F.I. Board**
and City of Hamilton Auditors

THAT H.E.C.F.I. APPOINT THE SAME AUDITORS AS ARE APPOINTED BY THE CITY OF HAMILTON TO BE EFFECTIVE UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS OR UNTIL AN ALTERNATE AUDITING FIRM IS APPOINTED.

Note: *The City of Hamilton appointed the firm of Grant Thornton, Chartered Accountants for the year 2001.*

**THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

ANNUAL MEETING OF THE BOARD OF DIRECTORS

**Wednesday, January 26, 2000
12:00 Noon
Hamilton Convention Centre, Room 314**

MINUTES

PRESENT: Alderman T. Anderson, Chair
Alderman B. Charters, First Vice Chair
Mrs. Mary Dow, Second Vice Chair
Mayor R. Morrow
Alderman R. Corsini
Alderman B. Kelly
Mr. R. Baboth
Mr. P. DeCaria
Mr. F. Deys
Mr. W. Ingleby
Mr. S. Monzavi
Mr. A. Skrypniak

ALSO PRESENT: Mr. G. Macaluso
Mr. B. Calder
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian

REGRETS: Mr. J. Nelson
Ms. B. Campbell

1. Opening Remarks

Alderman Anderson called the meeting to order at 12:15 p.m.

A. Confirmation of Proceedings

MOVED by Alderman Charters, seconded by Alderman Kelly that

ALL OTHER ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE APPROVED, RATIFIED AND CONFIRMED.

MOTION CARRIED.

B. Appointment of Auditors

MOVED by Mr. Monzavi, seconded by Mr. Deys that

H.E.C.F.I. APPOINT THE SAME AUDITORS AS ARE APPOINTED BY THE CITY OF HAMILTON TO BE EFFECTIVE UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS OR UNTIL AN ALTERNATE AUDITING FIRM IS APPOINTED.

MOTION CARRIED.

2. Minutes of Annual Meeting January 27, 1999

MOVED by Mrs. Dow, seconded by Mr. Skrypniak that

THE MINUTES OF THE ANNUAL MEETING OF JANUARY 27, 1999 BE APPROVED.

MOTION CARRIED.

3. New Business

Nil

4. Other Business

5. Adjournment

The meeting adjourned at 12:16 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary

REGULAR MEETING OF THE BOARD OF DIRECTORS

CAY ON HBL V89
A35
2001

**Wednesday, June 13, 2001
12:00 Noon
(Lunch Served at 11:30 p.m.)
Hamilton Convention Centre
Room 314**

URBAN MUNICIPAL

JUN 11 2001

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

- | | | |
|----|---|--------------|
| 1. | Opening Remarks | |
| 2. | Oath of Appointed Office : Citizen Appointees | Attachment 2 |
| 3. | Election of Officers
Appointment of Committee Membership | Attachment 3 |
| 4. | Standing Committee Terms of Reference | Attachment 4 |
| 5. | Board and Standing Committee Meeting Schedule | Attachment 5 |

ACTION ITEMS

- | | | |
|----|---|--------------|
| A. | CC: Alcohol Consumption in the Seating Area at Concert Events | Attachment A |
| B. | Alignment of Benefits | Attachment B |

INFORMATION ITEMS

- | | | |
|-----|---|-----------------|
| 6. | Correspondence | Attachment 6 |
| 7. | Minutes of Special Meeting Held May 18, 2001 | Attachment 7 |
| | 7.1 Errors or Omissions | |
| | 7.2 Motion for Approval | |
| 8. | Business Arising from the Minutes | |
| 9. | Reports | |
| | 9.1 Financial Summary for the Four Month Period
Ended April 30, 2001 | Attachment 9.1 |
| | 9.2 Report from Director of Operations/Events Delivery | Attachment 9.2 |
| | 9.3 Confirmed Events | Attachment 9.3 |
| | 9.4 Operational and Strategic Review of HECFI and its Facilities | Attachment 9.4 |
| 10. | Private and Confidential | |
| 11. | New Business | |
| 12. | Other Business | |
| 13. | Date of Next Meeting: | To Be Announced |
| 14. | Adjournment | |

OUTSTANDING BUSINESS

- | | |
|------|--|
| (i) | CEO to meet with GM of Community Services Re Exclusive Concert Rights at Ivor Wynn Stadium |
| (ii) | Capital Budget Follow-up (Removal of Projects) |

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2

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Secretary to the Board of Directors

DATE: 2001 May 31

SUBJECT: OATH OF APPOINTED OFFICE

RECOMMENDATION:

THAT IN ACCORDANCE WITH CITY COUNCIL'S RESOLUTION CARRIED MAY 15, 2001, THE FOLLOWING CITIZENS, Messrs. Soheil Monzavi, Pat DeCaria and Terry Anderson, TAKE THE OATH OF APPOINTED OFFICE IN RESPECT OF THEIR APPOINTMENTS AS MEMBERS TO THE BOARD OF DIRECTORS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITES INC. FOR A TERM TO EXPIRE 2003 NOVEMBER 30.

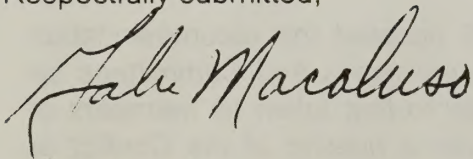
BACKGROUND:

- City Council, at its meeting held 1991 October 29 adopted the recommendation *"That citizens appointed by Council to Boards, Commissions and Committees be required to take an Oath of Appointed Office, similar to that taken by members of City Council..."* and *"... that the City Solicitor provide a briefing of the Conflict of Interest rules and their practical application to all successful applicants prior to assuming their appointed responsibilities."*
- Mayor Wade, or in his absence, the City Clerk will administer the Oath of Appointed Office as follows:

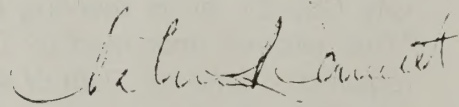
"I,....., do solemnly promise and declare that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the office of Member/Director of the Hamilton Entertainment and Convention Facilities Board, to which I have been appointed in this municipality, that I have not received and will not receive any payment or reward, or promise thereof, for the exercise of any partiality or malversation or other undue execution of such office, and that I have not by myself or partner, either directly or indirectly, any interest in any contract with or on behalf of the H.E.C.F.I. corporation except that arising out of my office as Member/Director."

- A copy of the City Solicitor's March 3, 1992 memorandum respecting Conflict of Interest Guidelines is attached.
- A copy of the *Municipal Conflict of Interest Act, 1983, February 1989* is also attached.

Respectfully submitted,



Gabe Macaluso
Managing Director/CEO



Patricia Bennett
Secretary to the Board of Directors

Encl.

CORPORATION OF THE CITY OF HAMILTON
MEMORANDUM

.....

TO: Member
Board/Committee
City of Hamilton

FROM: P. Noel Johnson
City Solicitor
Law Department

PHONE: 546-4520

SUBJECT: Conflict of Interest Guidelines

DATE: 1992 March 3

WELCOME TO PUBLIC SERVICE! By accepting the appointment to serve your community as a Citizen member in the City of Hamilton's Board/Committee structure, you will be subject to **ethical guidelines** that apply to Municipal Public service.

Those in public service must engender the public's confidence in exercising their authority in the best interests of that public, untouched by the perception of personal gain. The integrity of the member is not in question; each member, however, must ensure that their personal interests may not influence (or be perceived to influence) their public decisions.

To encourage citizens to participate in the democratic process and guide them through the issue of potential economic conflict between personal and public interest, the Province of Ontario has enacted rules set down in Statute (the Municipal Conflict of Interest Act); these rules have been interpreted by a growing volume of case law. This Statute is currently the subject of a report by the *Municipal Conflict of Interest Consultation Committee* to the Minister of Municipal Affairs (July 1991). This Committee has recommended a statement of purpose to clarify the intent of the legislation:

- ♦ to preserve the integrity of the local government decision-making process;
- ⊙ to ensure that members' personal pecuniary interests do not affect their public duties;
- ♥ to ensure that members do not use their public office to further their personal pecuniary interests;
- ♣ to provide a procedure for disclosure of pecuniary interest and for withdrawal from the decision-making process where the personal pecuniary interest of a member may conflict with the public interest (where exceptions do not apply).

The following are **guidelines** offered to assist you in recognizing a potential for conflict and avoiding a conflict between your personal interests and the position of public trust as a Committee/Board member.

1. **Recognize** the potential for a personal financial interest in an item to be or under discussion by your Committee/Board. *This is easier said than done.*

The interest may exist through employment, business or as a controlling shareholder in public corporation or simply as a shareholder or director of a private corporation.

A member may also have an interest through a parent, spouse or child.

2. In the event of a potential conflict, do any of the following exemptions apply?

same interest as community eg. ratepayers

remote or insignificant, not likely to influence the person

3. Once the member has determined (*and its YOUR call*) that a potential conflict of personal/public interest does exist, the following procedure is recommended:

Prior to consideration of the matter, disclose the general nature of the interest - Do Not discuss the matter with any committee/board member unless and until disclosure of interest and withdrawal from decision process.

Take no part in consideration of the matter or vote on any question

Do not attempt to influence the voting on any question on the matter;

If the Committee/Board is in private, In-Camera Session, leave the meeting;

If absent from the meeting at which matter is discussed, make your disclosure at the next session.

NOTE: BY DISCLOSING THE INTEREST AND WITHDRAWING FROM THE DECISION-MAKING PROCESS, THE MEMBER HAS REVERTED TO A MEMBER OF THE PUBLIC FOR ANY TIME THE MATTER AFFECTED BY YOUR PERSONAL INTEREST IS DISCUSSED.

Municipal Conflict of Interest Act, 1983

Statutes of Ontario, 1983
Chapter 8

as amended by
1986, Chapter 64, s. 38 and
1988, Chapter 31, s. 17

Published by the
Ministry of the Attorney General

Printed by Dennis P. Caplan,
*Queen's Printer for Ontario

Loi de 1983 sur les conflits d'intérêts municipaux

Lois de l'Ontario de 1983
Chapitre 8

tel qu'il est modifié par
l'art. 38 du chap. 64 de 1986
et l'art. 17 du chap. 31
de 1988

Publié par le
ministère du Procureur général

Imprimé par Dennis P. Caplan,
*Imprimeur de la Reine pour l'Ontario

OFFICE CONSOLIDATION

THIS CONSOLIDATION IS PREPARED FOR PURPOSES OF CONVENIENCE ONLY, AND FOR ACCURATE REFERENCE RECOURSE SHOULD BE HAD TO THE STATUTES.

THE FRENCH TEXT OF THIS ACT HAS NOT BEEN ENACTED BY THE LEGISLATIVE ASSEMBLY, BUT IT IS AN OFFICIAL TRANSLATION WHICH MAY BE ADMITTED IN EVIDENCE UNDER SUBSECTION 25 (2) OF THE EVIDENCE ACT, CHAPTER 143 OF THE REVISED STATUTES OF ONTARIO, 1990.

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CHAPTER 8

Municipal Conflict of Interest Act, 1983

Definitions

1. In this Act,

- (a) "child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family; ("enfant")
- (b) "controlling interest" means the interest that a person has in a corporation when he beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding; ("intérêts majoritaires")
- (c) "council" means the council of a municipality other than an improvement district and means the board of trustees of a municipality that is an improvement district; ("conseil")
- (d) "elector" means,
 - (i) in respect of a municipality, or a local board thereof, other than a school board, a person entitled to vote at a municipal election in the municipality, and
 - (ii) in respect of a school board, a person entitled to vote at the election of members of the school board; ("électeur")
- (e) "interest in common with electors generally" means a pecuniary interest in common with the electors within the area of jurisdiction and, where the matter under consideration affects only part of the area of jurisdiction, means a pecuniary interest in common with the electors within that part; ("intérêt commun à tous les électeurs")

- (f) "judge" means a judge of the county or district court of the county or district in which the municipality or the administrative or head office of the local board is situate, or if, through illness or absence there is no judge of that court able to act, a judge of the county or district court of a county or district that adjoins the county or district in which the municipality or the administrative or head office of the local board is situate; ("juge")
- (g) "local board" means a school board, board of directors of a children's aid society, committee of adjustment, committee of management of a community recreation centre, conservation authority, court of revision, land division committee, public utilities commission, public library board, board of management of an improvement area, board of park management, board of health, board of commissioners of police, planning board, district welfare administration board, trustees of a police village, board of trustees of a police village, board or committee of management of a home for the aged, suburban roads commission or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof, but does not include a committee of management of a community recreation centre appointed by a school board, a local roads board, a local services board or a negotiating committee appointed under the *Municipal Boundary Negotiations Act, 1981*; ("conseil local")
- (h) "meeting" includes any regular, special, committee or other meeting of a council or local board, as the case may be; ("réunion")
- (i) "member" means a member of a council or of a local board; ("membre")
- (j) "municipality" means the corporation of a county, city, town, village, township or improvement district or of a metropolitan, regional or district municipality and a board, commission or other local authority exercising any power in respect of municipal affairs or purposes, including school purposes, in territory without municipal organization, but does not include a committee of management of a com-

munity recreation centre appointed by a school board, a local roads board or a local services board; ("municipalité")

- (k) "parent" means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child; ("père ou mère")
- (l) "school board" means a board of education, public school board, secondary school board, Roman Catholic separate school board or Protestant separate school board and includes a divisional board of education; ("conseil scolaire")
- (m) "senior officer" means the chairman or any vice-chairman of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any such office; ("dirigeant")
- (n) "spouse" means a person of the opposite sex to whom the person is married or with whom the person is living in a conjugal relationship outside marriage. ("conjoint") 1983, c. 8, s. 1; 1986, c. 64, s. 38.

Indirect
pecuniary
interest

2. For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) he or his nominee,
 - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
 - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
 - (iii) is a member of a body,
 that has a pecuniary interest in the matter; or
- (b) he is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. 1983, c. 8, s. 2.

Interest of
relatives
deemed that
of member

3. For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. 1983, c. 8, s. 3.

EXCEPTIONS

Where s. 5
does not
apply

4. Section 5 does not apply to a pecuniary interest in any matter that a member may have,

- (a) as a user of any public utility service supplied to him by the municipality or local board in like manner and subject to the like conditions as are applicable in the case of persons who are not members;
- (b) by reason of his being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the municipality or local board;
- (c) by reason of his purchasing or owning a debenture of the municipality or local board;
- (d) by reason of his having made a deposit with the municipality or local board, the whole or part of which is or may be returnable to him in like manner as such a deposit is or may be returnable to all other electors;
- (e) by reason of having an interest in any property affected by a work under the *Drainage Act* or under the *Local Improvement Act*;
- (f) by reason of having an interest in farm lands that are exempted from taxation for certain expenditures under the *Assessment Act*;
- (g) by reason of the member being eligible for election or appointment to fill a vacancy, office or position in the council or local board when the council or local board is empowered or required by any general or special Act to fill such vacancy, office or position;
- (h) by reason only of his being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of his being a member of a board, commission, or other body as an appointee of a council or local board;

R.S.O. 1980,
c. 126, 230

R.S.O. 1980,
c. 31

R.S.O. 1980,
c. 302

- (i) in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which he may be entitled by reason of being a member or under a by-law passed pursuant to section 252 of the *Municipal Act*, or as a member of a volunteer fire brigade, as the case may be;
- (j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or
- (k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member. 1983, c. 8, s. 4.

DUTY OF MEMBER

When
present at
meeting at
which matter
considered

5.—(1) Where a member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, he,

- (a) shall, prior to any consideration of the matter at the meeting, disclose his interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Where
member is
leave closed
meeting.

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

When absent
from meeting
at which
matter
considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of his absence from the meeting referred to therein, the member shall disclose his interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by him after the meeting referred to in subsection (1). 1983, c. 8, s. 5.

RECORD OF DISCLOSURE

Disclosure to
be recorded
in minutes

6.—(1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be.

Idem

(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. 1983, c. 8, s. 6.

REMEDY FOR LACK OF QUORUM

Quorum
deemed
constituted

7.—(1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, notwithstanding any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

Application
to judge

(2) Where in the circumstances mentioned in subsection (1), the remaining number of members who are not disabled from participating in the meeting is less than two, the council or local board may apply to a judge on an *ex parte* basis for an order authorizing the council or local board, as the case may be, to give consideration to, discuss and vote on the matter out of which the interest arises.

Power of
judge to
declare s. 5
not to apply

(3) The judge may, on an application brought under subsection (2), by order, declare that section 5 does not apply to the council or local board, as the case may be, in respect of the matter in relation to which the application is brought, and the council or local board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate and so order. 1983, c. 8, s. 7.

ACTION WHERE CONTRAVENTION ALLEGED

Who may try
alleged
contravention
of s. 5 (1-3)

8. The question of whether or not a member has contravened subsection 5 (1), (2) or (3) may be tried and determined by a judge. 1983, c. 8, s. 8.

Who may
apply to
judge

9.—(1) Subject to subsection (3), an elector may, within six weeks after the fact comes to his knowledge that a member may have contravened subsection 5 (1), (2) or (3), apply to

the judge by way of originating notice of motion in the manner prescribed by the rules of court for a determination of the question of whether the member has contravened subsection 5 (1), (2) or (3).

Contents of
notice of
motion

(2) The elector in his notice of motion shall state the grounds for finding a contravention by the member of subsection 5 (1), (2) or (3).

Time for
bringing
application
limited

(3) No application shall be brought under subsection (1) after the expiration of six years from the time at which the contravention is alleged to have occurred. 1983, c. 8, s. 9.

Power of
judge to
declare seat
vacant,
disqualify
member and
require
restitution

10.—(1) Subject to subsection (2), where the judge determines that a member or a former member while he was a member has contravened subsection 5 (1), (2) or (3), he,

- (a) shall, in the case of a member, declare the seat of the member vacant; and
- (b) may disqualify the member or former member from being a member during a period thereafter of not more than seven years; and
- (c) may, where the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, where such party is not readily ascertainable, to the municipality or local board of which he is a member or former member.

Saving by
reason of
inadvertence
or bona fide
error

(2) Where the judge determines that a member or a former member while he was a member has contravened subsection 5 (1), (2) or (3), if the judge finds that the contravention was committed through inadvertence or by reason of a *bona fide* error in judgment, the member is not subject to having his seat declared vacant and the member or former member is not subject to being disqualified as a member, as provided by subsection (1).

Member
not to be
suspended

(3) The authority to disqualify a member in subsection (1) does not include the right to suspend a member. 1983, c. 8, s. 10.

Appeal to
Divisional
Court

11.—(1) An appeal lies from any order made under section 10 to the Divisional Court in accordance with the rules of court.

Judgment or
new trial

(2) The Divisional Court may give any judgment that ought to have been pronounced, in which case its decision is final, or

the Divisional Court may grant a new trial for the purpose of taking evidence or additional evidence and may remit the case to the trial judge or another judge and, subject to any directions of the Divisional Court, the case shall be proceeded with as if there had been no appeal.

Appeal from
order or new
trial

(3) Where the case is remitted to a judge under subsection (2), an appeal lies from the order of the judge to the Divisional Court in accordance with the provisions of this section. 1983, c. 8, s. 11.

Proceedings
not
invalidated
but voidable

12. The failure of any person to comply with subsection 5 (1), (2) or (3) does not of itself invalidate any proceedings in respect of any such matter but the proceedings in respect of such matter are voidable at the instance of the municipality or of the local board, as the case may be, before the expiration of two years from the date of the passing of the by-law or resolution authorizing such matter unless to make void the proceedings would adversely affect the rights of any person acquired under or by virtue of the proceedings who acted in good faith and without actual notice of the failure to comply with subsection 5 (1), (2) or (3). 1983, c. 8, s. 12.

Procedure
substituted
for quo
warranto
proceedings

13. Proceedings to declare a seat vacant or to disqualify a member or former member for conflict of interest, or to require a member or former member to make restitution where a contravention has resulted in personal financial gain, shall be had and taken only under the provisions of this Act. 1983, c. 8, s. 13.

GENERAL

Insurance
R.S.O. 1980,
c. 302

14.—(1) Notwithstanding section 248 of the *Municipal Act*, the council of every municipality may at any time pass by-laws,

(a) for contracting for insurance;

R.S.O. 1980,
c. 218

(b) notwithstanding the *Insurance Act*, to enable the municipality to act as an insurer; and

(c) for exchanging with other municipalities in Ontario reciprocal contracts of indemnity or inter-insurance in accordance with Part XIII of the *Insurance Act*,

to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, against any costs or expenses incurred by the member as a result of a proceeding brought under this Act, and for paying on behalf of or reimbursing the member for any such costs or expenses.

R.S.O. 1980,
c. 218 does
not apply

(1a) The *Insurance Act* does not apply to a municipality acting as an insurer for the purposes of subsection (1).

Surplus funds
R.S.O. 1980,
c. 218

(1b) Notwithstanding subsections 340 (1) and (2) of the *Insurance Act*, any surplus funds and the reserve fund of a municipal reciprocal exchange may be invested only in such securities as a municipality may invest in under subsection 165 (2) of the *Municipal Act*.

R.S.O. 1980,
c. 302

Reserve
funds

(1c) The moneys raised for a reserve fund of a municipal reciprocal exchange may be expended, pledged or applied to a purpose other than that for which the fund was established if two-thirds of the municipalities that are members of the exchange together with two-thirds of the municipalities that previously were members of the exchange and that may be subject to claims arising while they were members of the exchange agree in writing and if section 339 of the *Insurance Act* is complied with. 1988, c. 31, s. 17.

Local boards

(2) A local board has the same powers to provide insurance for or to make payments to or on behalf of its members as are conferred upon the council of a municipality under this section in respect of its members.

Former
members

(3) A by-law passed under this section may provide that it applies to a person who was a member at the time the circumstances giving rise to the proceeding occurred but who, prior to the judgment in the proceeding, has ceased to be a member. 1983, c. 8, s. 14 (2, 3).

Conflict with
other Acts

15. In the event of conflict between any provision of this Act and any provision of any general or special Act, the provision of this Act prevails. 1983, c. 8, s. 15.

3

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Secretary to the Board of Directors

DATE: 2001 May 31

SUBJECT: **ELECTION OF OFFICERS :
APPOINTMENT OF COMMITTEE MEMBERSHIP**
VOTING PROCEDURES and BACKGROUND INFORMATION

The following is voting criteria which is forwarded to you simply as a reminder of procedures to be followed during the election of officers and committee membership appointments:

- (i) Someone other than a Board Member must assume the Chair for the purpose of the election of the Chairman; thereafter the elections may be conducted by the newly elected Chairman;
- (ii) In respect of the election of the Chairman, First Vice-Chairman and Second Vice-Chairman, Bill Pr34 states as follows: clause 11 (4), "*At least one of the Chairman or First Vice-Chairman or second Vice-Chairman shall be a member of Council and at least one of them shall not be a Member of Council*"; and clause 11 (5), "*The Chairman, First Vice-Chairman and Second Vice-Chairman are eligible for re-election.*"
- (iii) Upon request by any Director of the Board, the balloting for elections shall be by secret ballot;
- (iv) Should only one person be nominated for a position then that person is declared elected by acclamation;
- (v) In order for an individual to become elected there must be a majority vote. If all members are not in attendance then the majority decreases accordingly;
- (vi) Should two or more individuals be nominated, no majority is reached and the individual with the least number of votes is dropped from the ballot. This procedure is continued until a majority is reached;

- (vii) Should a tie vote occur, a second ballot is taken. If the results of the second ballot remains a tie, the officer is elected by means of a draw by lot;
- (viii) Directors must be present in order to vote; proxy votes are not permitted;
- (vix) Directors may be elected/appointed if he/she is absent from the meeting. (A letter of acceptance or some other means of conveyance of acceptance should exist).
- (x) In respect of Standing Committees, H.E.C.F.I.'s By-Law No. 6 approved at the Board's February 8, 1993 Regular meeting, states as follows:

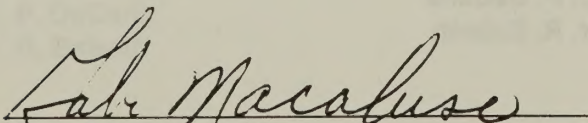
"Each Committee appointed shall be composed of not less than five (5) members of the Board, including the Mayor, the Chairman of the Board and three others.

All Committee Members shall be appointed annually by the full Board at its meeting held immediately subsequent to the Annual Meeting.

A Chairman and a Vice-Chairman of each Standing Committee shall be elected by the full Board at its meeting held immediately subsequently to the Annual Meeting."

For your information enclosed is a record of officers and committee membership for the years 1996, 1997, 1998, 1999 and 2000.

Respectfully submitted,



Gabe Macaluso
Managing Director/CEO
mv2001Brd.Cor/Elections



Patricia Bennett
Secretary to the Board of Directors

2000
Board of Directors
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mrs. Mary Dow, Second Vice Chair
Mayor Robert Morrow
Alderman Ron Corsini
Alderman Bill Kelly
Ms. Brenda Campbell
Mr. Andy Skrypniak
Mr. Fred Deys
Mr. Pat Decaria
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby
Mr. Rob Baboth

OPERATIONS COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. A. Skrypniak, Committee Chair
Alderman B. Kelly, Committee Vice Chair
Alderman B. Charters
Ms. B. Campbell
Mrs. M. Dow
Mr. B. Ingleby
Mr. J. Nelson

MARKETING & SALES COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. B. Ingleby, Committee Chair
Ms. B. Campbell, Committee Vice Chair
Alderman R. Corsini
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth
Mr. F. Deys

FINANCE & ADMINISTRATION COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth

1999
Board of Directors
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mrs. Mary Dow, Second Vice Chair
Mayor Robert Morrow
Alderman Ron Corsini
Alderman Bill Kelly
Ms. Brenda Campbell
Mr. Andy Skrypniak
Mr. Fred Deys
Mr. Pat Decaria
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby
Mr. Rob Baboth

OPERATIONS COMMITTEE

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Alderman B. Kelly, Committee Vice Chair
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Ms. B. Campbell
Mrs. M. Dow
Mr. B. Ingleby
Mr. J. Nelson

MARKETING & SALES COMMITTEE

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Alderman R. Corsini
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth
Mr. F. Deys

FINANCE & ADMINISTRATION COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth

1998
Board of Directors
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mr. Gene Kay, Second Vice Chair
Mayor Robert Morrow
Alderman Ron Corsini
Alderman Bill Kelly
Ms. Brenda Campbell
Mrs. Mary Dow
Mr. Andy Skrypniak
Mr. Fred Deys
Mr. Pat Decaria
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby

MARKETING & SALES COMMITTEE

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Mr. F. Deys

OPERATIONS COMMITTEE

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Ms. B. Campbell
Mr. W. Ingleby
Mr. G. Kay

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Mr. J. Nelson
Mr. P. DeCaria

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mr. P. DeCaria
Mr. J. Nelson

1997
Board of Directors
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mr. Gene Kay, Second Vice Chair
Mayor Robert Morrow
Alderman Henry Merling
Alderman Tom Jackson
Mrs. Mary Dow
Ms. Brenda Campbell
Mr. Andy Skrypniak
Mr. Fred Deys
Mr. Jasper Kujavsky
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby

OPERATIONS COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Alderman H. Merling, Committee Chair
Mr. J. Nelson, Committee Vice Chair
Alderman B. Charters
Mr. G. Kay
Mrs. M. Dow
Mr. J. Kujavsky
Mr. F. Deys
Ms. B. Campbell
Mr. B. Ingleby

FINANCE & ADMINISTRATION COMMITTEE

Mayor R. Morrow
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Mr. J. Kujavsky
Alderman T. Jackson

MARKETING & SALES COMMITTEE

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Mr. F. Deys, Committee Vice Chair
Mr. J. Kujavsky
Mr. J. Nelson
Ms. B. Campbell

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. A. Skrypniak, Committee Vice Chair
Mr. J. Kujavsky
Alderman T. Jackson

1996
Board of Directors
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mr. Gene Kay, Second Vice Chair
Mayor Robert Morrow
Alderman Henry Merling
Alderman Tom Jackson
Mrs. Mary Dow
Ms. Brenda Campbell
Mr. Marvin Ryder
Mr. Fred Deys
Mr. Jasper Kujavsky
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby

OPERATIONS COMMITTEE

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Mrs. M. Dow
Mr. J. Kujavsky
Mr. F. Deys
Ms. B. Campbell
Mr. B. Ingleby

FINANCE & ADMINISTRATION COMMITTEE

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Mr. M. Ryder, Committee Chair
Mr. S. Monzavi, Committee Vice Chair
Mr. J. Kujavsky
Alderman T. Jackson

MARKETING & SALES COMMITTEE

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Mr. F. Deys, Committee Vice Chair
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Mr. J. Kujavsky
Mr. J. Nelson
Ms. B. Campbell

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. M. Ryder, Committee Chair
Mr. S. Monzavi, Committee Vice Chair
Mr. J. Kujavsky
Alderman T. Jackson

4

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

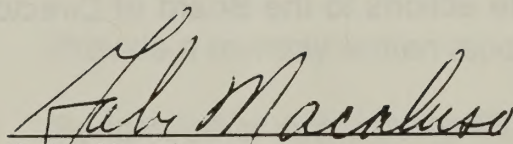
FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Secretary to the Board of Directors

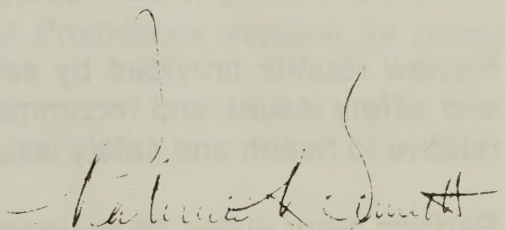
DATE: 2001 May 31

SUBJECT: STANDING COMMITTEE TERMS OF REFERENCE

RECOMMENDATION:

THAT THE TERMS OF REFERENCE FOR THE OPERATIONS, MARKETING & SALES, AND FINANCE & ADMINISTRATION COMMITTEES BE ENDORSED.


Gabe Macaluso
Managing Director/CEO


Patricia Bennett
Secretary to the Board of Directors

H.E.C.F.I. OPERATIONS COMMITTEE
TERMS OF REFERENCE

1. Receive, review and recommend to the Finance and Administration Committee the annual operating and capital budgets;
2. Recommend to the Board all capital, operations and maintenance expenditures within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
3. Review and recommend for approval all contract documents for tender and all contracts for services;
4. Oversee the Box Office/Ticketing Services for all HECFI facilities;
5. Monitor building and equipment to ensure optimum performance;
6. Monitor operations efficiency and effectiveness;
7. Review and recommend to the HECFI Board all matters pertaining to the provision of food and beverage in HECFI facilities as established by Board policy;
8. Provide a monthly written report to the Board;
9. Review reports provided by senior management regarding occupational health and safety issues and recommend appropriate actions to the Board of Directors relative to health and safety issues;
10. Perform other duties as assigned by Board of Directors.

H.E.C.F.I. MARKETING AND SALES COMMITTEE
TERMS OF REFERENCE

1. a) Receive, review and recommend to the Board the Annual Marketing Plan;
 b) The Marketing Plan to include client services and public relations;
2. Receive, review and recommend to the Board for approval strategic plans for future;
3. Receive, review and recommend to the Finance and Administration Committee the annual operating budget;
4. Evaluate and make recommendations regarding community education, social and cultural activities related to performing arts;
5. Monitor activities and events to assess program balance, number of event days, and results of promotions and co-promotions;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Marketing and Sales Department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Monitor expenditures from the Provision for Promotions account for promotions and co-promotions;
8. Provide a monthly written report to the Board;
9. Perform other duties assigned by Board of Directors.

H.E.C.F.I. FINANCE & ADMINISTRATION COMMITTEE
TERMS OF REFERENCE

1. Oversee the financial affairs of the Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Performing Arts Foundation Inc.
2. Receive, review and recommend to the Board the annual operating budgets;
3. Receive, review and recommend to the Board the annual 10 year capital budget programmes;
4. Recommend to the Board all financial and administrative policies and personnel matters;
5. Recommend to the Board all operation, capital and maintenance expenditures related to the Business Services Division within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
6. Assume responsibility for the efficient management of funds;
7. Provide a monthly written report to the Board;
8. Recommend to the Board the disposition of the personnel contracts of the respective directors reporting through the Managing Director/CEO to the applicable Standing Committee;
9. Perform other duties as assigned by Board of Directors.

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Gabe Macaluso Patricia Bennett
 Managing Director/CEO Secretary to the Board of Directors

DATE: 2001 May 31

SUBJECT: **BOARD AND STANDING COMMITTEE SCHEDULE**

RECOMMENDATION:

THAT THE REGULAR MEETINGS OF THE BOARD TAKE PLACE DURING THE LAST WEEK OF THE MONTH; and

THAT THE STANDING COMMITTEES OF THE BOARD TAKE PLACE DURING THE WEEK PRECEDING THE REGULAR FULL BOARD MEETINGS; and

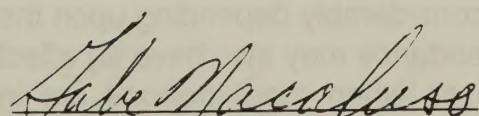
THAT THE BOARD ESTABLISH THE DAY AND TIME FOR EACH OF ITS MEETINGS.

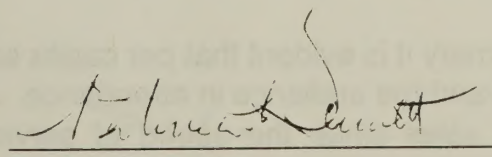
BACKGROUND:

- Currently the Board and its Standing Committees meet as follows:

Regular Board	Last Wednesday of the month at 12 Noon (Lunch Provided at 11:30 a.m.)
All Standing Committees meet the week preceding the Regular Board	
Operations Committee	Wednesdays at 12:00 Noon
Finance & Administration	Thursdays at 8:00 A.M. (or following M&S)
Marketing & Sales	Thursdays at 12 Noon
- The schedule provides management's facilitation of the business of the Board on a timely basis; i.e. all Standing Committees meet the week prior to the Board ensuring that issues forwarded to the full Board are current.
- The foregoing meeting schedule may interfere with the City's Committee of the Whole meetings which take place every second Wednesday at 1 p.m.

Respectfully submitted,


 Gabe Macaluso
 Managing Director/CEO


 Patricia Bennett
 Secretary to the Board of Directors



A
Hamilton
Entertainment
and Convention
Facilities Inc.

One Summers Lane
Hamilton, Ontario
L8P 4Y2
Tel. (905) 546-3000
Fax. (905) 546-3002

FOR ACTION

MEMO TO : HECFI BOARD OF DIRECTORS

FROM : Mr. G. Macaluso,
Managing Director/CEO

: Mr. B. Calder
Directions of Operation/Events Delivery

DATE : 2001 June 6

SUBJECT : COPPS COLISEUM ~ Alcohol Consumption in
the Seating Area at Concert Events

RECOMMENDATION:

THAT THE PRACTICE OF SELLING AND SERVING ALCOHOLIC BEVERAGES TO PATRONS FOR CONSUMPTION IN THE SEATING AREA OF COPPS COLISEUM AT CONCERT EVENTS BE CONTINUED ON A PERMANENT BASIS.

BACKGROUND:

At the 2000 October 25 meeting of the HECFI Board of Directors, approval was given to implement on a six month trial basis, the practice of allowing patrons to consume alcoholic beverages in the seating area of Copps Coliseum during concert events.

Since this practice has been implemented, nine concert events have been staged at Copps Coliseum to the end of May, and no problems of an operational nature have been experienced relating to this initiative.

Attached please find Summary of Concert Events – Alcohol Permitted, detailing the nine concerts staged from November 2000 to May 2001 and the associated revenue and per capita sales relating to alcohol consumption.

From this summary it is evident that per capita sales vary considerably depending upon the act performing and the audience in attendance. Actual attendance may also have an effect on per capita sales since the speed of service decreases when more patrons are in attendance.

A comparison to per capita sales at concert events where alcohol consumption is restricted to designated licensed areas, will provide an indication of the increase in sales revenue associated with allowing consumption in the seating area. Attached please find Summary of Concert Events – Alcohol Restricted, detailing nine concert events where alcohol consumption was restricted to the designated licensed lounges.

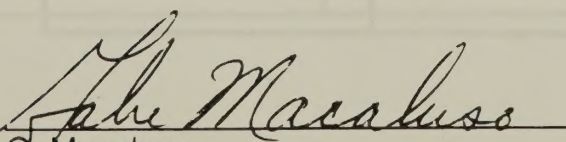
In comparing per capita sales for alcohol permitted versus restricted concert events, two observations can be made i.e.

- 1) when the audience in attendance is of a “non drinking” persuasion, per capita sales are not affected by alcohol availability (Reba McEntire versus The Rankins). Allowing patrons to consume alcohol at their seats affords them the option of drinking a beverage while watching the performance.
- 2) when the audience in attendance is of a “drinking” persuasion, per capita sales increase significantly (Oldies concerts, The Tragically Hip versus Kiss). It would appear that patrons are more inclined to consume alcoholic beverages when they have the opportunity to do so at their seats.

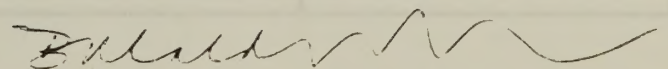
Average per capita sales, based on the concerts sampled, increase from \$1.37 to \$2.81 when alcohol consumption was permitted in the seating area. This increase is more profound when comparing rock concerts attracting an “older” audience i.e. Doobie Brothers - \$5.11 vs. Lynyrd Skynyrd – \$9.55.

From an operational perspective, allowing patrons to consume alcoholic beverages at their seats did not result in additional problems relating to crowd management, patron intoxication or property damage. No formal complaints were received from patrons directly related to this initiative.

On the basis of the information provided herein, staff is recommending that the practice of selling and serving alcoholic beverages to patrons for consumption in the seating area of Copps Coliseum at concert events be continued on a permanent basis.



G. Macaluso
Managing Director/CEO



B. Calder
Director of Operations/Events Delivery

SUMMARY OF CONCERT EVENTS ~ ALCOHOL PERMITTED

Concert	Alcohol Sales Revenue	Attendance	Per Capita Sales
Reba McEntire	\$2,675.84	4,529	\$0.59
Oldies Concert	\$12,113.61	3,846	\$3.15
Alan Jackson	\$29,538.52	11,920	\$2.48
The Tragically Hip	\$61,735.22	13,604	\$4.54
Barenaked Ladies	\$19,410.84	11,550	\$1.68
Juno Awards	\$11,245.06	8,061	\$1.39
Sarah Brightman	\$1,387.56	5,271	\$0.26
matchbox twenty	\$27,551.85	7,538	\$3.65
Lynyrd Skynyrd	\$31,593.50	3,306	\$9.55
TOTAL			
	\$197,252.00	70,308	\$2.81

SUMMARY OF CONCERT EVENTS ~ ALCOHOL RESTRICTED

Concert	Alcohol Sales Revenue	Attendance	Per Capita Sales
The Guess Who	\$8,670.11	6,370	\$1.36
KISS	\$17,896.25	8,426	\$2.12
Alabama	\$8,936.14	8,966	\$1.00
International Tattoo (2)	\$2,088.54	9,438	\$0.22
Doobie Bros.	\$13,981.63	2,736	\$5.11
Oldies Concert	\$8,414.74	3,750	\$2.24
The Rankins	\$860.90	1,490	\$0.58
Kenny Rogers	\$931.02	4,012	\$0.23
TOTAL			
	\$61,779.33	45,188	\$1.37

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Gabe Macaluso
Managing Director/CEO

Joan Mills, CHRP
Co-ordinator of Employee Services

DATE: 2001 June 7

SUBJECT: **ALIGNMENT OF BENEFITS**

RECOMMENDATION:

THAT HECFI REALIGN ITS BENEFIT PROGRAM WITH THE NON-UNION EMPLOYEES OF THE CITY OF HAMILTON EFFECTIVE IMMEDIATELY; AND

THAT THE CITY BE INFORMED OF HECFI'S INCLUSION IN ANY FUTURE MODIFICATION OF THE CITY'S HARMONIZED BENEFIT PROGRAM AND THAT HECFI BE INCLUDED IN THE COMMUNICATION PLAN TO INFORM NON-UNION EMPLOYEES IN ADVANCE OF PENDING CHANGES.

BACKGROUND:

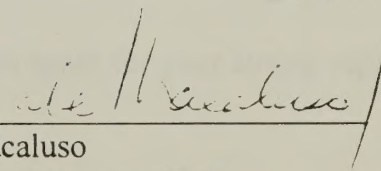
Non-union employees in both the City of Hamilton and HECFI have over the years enjoyed the same level of benefits as part of their total compensation plan. Recently, however, through an

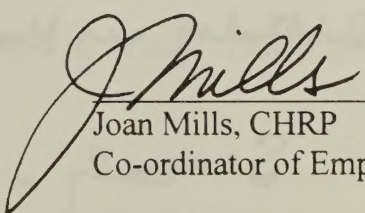
oversight, the City's non-union dental plan changed and HECFI's plan remained unaffected. Other modifications to the City's plan, in recent years, which were applied to HECFI were changes such as optional life insurance, co-ordination of benefits, and reduction to ward rather than semi-private hospital accommodation, to name a few. The changes and costs associated with this current realignment are set out below. The cost is annualized and reflects a total cost for all HECFI non-union employees:

1. Dental (Major Services) from 50% to 80% coverage to same maximum of \$1,000	\$1,722.14
2. Brace coverage to increase from 50% to 80% coverage to same maximum of \$1,500	\$ 241.10
3. AD & D Coverage of \$75,000	<u>\$1,088.64</u>
Total cost of Health/Dental and AD & D Coverage	\$3,051.88

City Council at its meeting on March 5, 2001 approved the harmonization of non-union benefit plans across the new City. Over the next year, the City will review the non-union benefit plan in consultation with non-union employees with a view to improving the current plan. HECFI should continue to be included with the City's administration of benefits.

It should be noted that the benefits co-ordinator at the City of Hamilton was consulted and provided cost figures for this report.


Gabe Macaluso
Managing Director/CEO


Joan Mills, CHRP
Co-ordinator of Employee Services

6

May 21st

Dear Mr Macaluso -

My apologies for not
writing to you until now.

I want to thank you sincerely
for the lovely picture - plaque + I
was delighted to see it hanging
outside my "Rehearsal Hall" in the
theatre I love.

I thought the folks
were kidding when they told me
my picture was in the lobby.
I feel honoured to be hanging
with the celebrities.

Thank you again
for all your support to give me
the best birthday in Hamilton.

Sincerely -
Chris



Community Builders Breakfast

"Celebrating The Spirit Of Volunteerism"

May 16, 2001

Cheryl Bogie
Client Services Executive
Hamilton Convention Centre
1 Summers Lane
Hamilton, ON L8P 4Y2

Dear Ms. Bogie:

On behalf of the Board of Directors of the Volunteer Centre of Hamilton & District and the Community Builder's Breakfast planning committee, we would like to thank you and your staff at the Hamilton Convention Centre for your support of the 3rd Annual Breakfast. The event was a celebration of the commitment of the corporate community in Hamilton to volunteerism.

During this special year - the International Year of Volunteers (IYV), the Volunteer Centre and the IYV Steering Committee encourages you and your colleagues to pledge your volunteer hours on-line at www.volunteerhamilton.on.ca. This is one way you can celebrate the year, and at the same time help create a lasting legacy that will showcase Hamilton as the generous and caring community we know it to be.

Thank you again for your strong support of volunteerism in our community.

Sincerely,

Sharon Lax
President, Board of Directors

Liz Weaver
Executive Director



Main Office, 627 Main St. East, Suite 206, Hamilton, ON L8M 1J5; 905-523-4444

A UNITED WAY AGENCY • VOLUNTEER CANADA MEMBER AGENCY

7

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, May 18, 2001
3:00 P.M.
Hamilton Convention Centre
Room 314

MINUTES

PRESENT:

Mrs. M. Dow, Acting Chair
Mayor R. Wade
Councillor A. Horwath
Councillor R. Powers
Councillor B. Kelly
Ms. B. Campbell
Mr. A. Skrypniak
Mr. F. Deys
Mr. R. Baboth
Mr. P. DeCaria
Mr. S. Monzavi

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. J. Elder
Mr. S. Farrauto
Ms. D. Vivian
Mrs. J. Mills

REGRETS:

Councillor C. Collins
Mr. B. Ingleby

DECLARATION OF CONFLICT OF INTEREST

Mr. Monzavi declared a conflict of interest with agenda item A *Community Dinner : Junior Achievement Annual Governors' Dinner & Awards, May 29, 2001.*

1. Opening Remarks

Mrs. Dow thanked everyone for attending and called the meeting to order at 3:15 p.m. The Chair extended congratulations to Messrs. DeCaria and Monzavi for their reappointments to the H.E.C.F.I. Board. Mr. Terry Anderson, who was not in attendance, has also been appointed as a citizen member to the Board.

A. Community Dinner : Junior Achievement Annual Governors' Dinner & Awards, May 29, 2001

MOVED by Mr. Baboth, seconded by Councillor Kelly that

THE BOARD OF DIRECTORS PURCHASE TWO TICKETS ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$200. TO THE THIRTEENTH ANNUAL GOVERNORS' DINNER & AWARDS, JUNIOR ACHIEVEMENT OF HAMILTON, TO BE HELD MAY 29, 2001 AT CARMEN'S BANQUET CENTRE.

MOTION CARRIED.

B. Community Dinner : HPO 2nd Annual Spring Gala, June 1st, 2001

MOVED by Councillor Horwath, seconded by Mr. Deys that

THE BOARD OF DIRECTORS PURCHASE TEN TICKETS ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$1,400. TO THE SECOND ANNUAL SPRING GALA TO BE HELD JUNE 1ST, 2001 AT LIUNA STATION.

MOTION CARRIED. Mr. Skrypniak opposed the motion.

Concern was expressed regarding the lack of attendance at community dinners. It was recommended that staff make a second call to verify attendance and that Board Members consider inviting Councillors who do not sit on the Board and/or clients to take their places if they cannot attend.

2. Correspondence

Correspondence was received from the Edmonton Oilers Hockey Club, the Hamilton Bulldogs Hockey Club, Parks Canada Agency, Second Stage Services, the Toronto 2008 Bid Committee, the Geritol Folies, Frank and Emily Vella and the Community Builders Breakfast.

3. Minutes of Special Meeting Held April 4, 2001

MOVED by Councillor Kelly, seconded by Mr. DeCaria that

THE MINUTES OF SPECIAL MEETING HELD APRIL 4, 2001 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

Nil

5. Reports

5.1 Future Confirmed Events/Bookings

The report from the Programming Division outlining Confirmed Events/Performance at Hamilton Place, Copps Coliseum and Hamilton Convention Centre from May to July, 2001 was received. As well, the report from the Hospitality/Sales and Client Services Divisions outlining confirmed bookings at Hamilton Convention Centre, April, May & June, 2001 was received.

5.2 Booking Revenue Reports

The Booking Revenue Reports for the Client Services and Hospitality/Sales Divisions for the month of April were received.

5.3 Financial Summary for the Year Ended December 31, 2000

5.4 Financial Summary for the Two Months Ended February 28, 2001

5.5 Financial Summary for the First Quarter Ended March 31, 2001

The Manger of Business Services reported that as at March 31, 2001 H.E.C.F.I.'s municipal contribution was over-expended by \$80,032, primarily due to higher than anticipated expenditures and to lower than anticipated revenue being generated for display signage. During ensuing discussion regarding the possible increase in the over-expenditure which may result from the 98 Degrees concert, the CEO assured the Board that a budgetary freeze may be imposed should it become necessary. The CEO reiterated his commitment to attain a balanced budget at year end.

5.6 Occupational Health & Safety Report

MOVED by Mr. Baboth, seconded by Ms. Campbell that

THE HEALTH & SAFETY REPORT FOR THE FIRST QUARTER 2001 BE RECEIVED.

MOTION CARRIED.

5.7 Report from the Director of Operations

The Director of Operations Report for the month of May, 2001 was received. Mr. Calder added that the Bulldogs Hockey Club has been informed that H.E.C.F.I. will not share in the estimated \$25,000 renovation cost to upgrade the team dressing room. Mr. Calder has recommended to the Club that the project be revisited in 2002.

6. Private and Confidential

MOVED by Mr. Skrypniak, seconded by Mr. Deys that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 3:45 P.M.

MOTION CARRIED.

MOVED by Councillor Powers, seconded by Ms. Campbell that

THE IN-CAMERA SESSION BE ADJOURNED AT 4:45 P.M.

MOTION CARRIED.

The following resolutions were carried following the In-Camera Session:

Employment Contract : Director of Operations/Events Delivery

MOVED by Mr. Deys, seconded by Ms. Campbell that

THE CEO PURSUE THE FEASIBILITY OF CONVERTING THE EMPLOYMENT CONTRACT FOR MR. BRAD CALDER TO THAT OF A PERMANENT EMPLOYEE OF THE NEW CITY OF HAMILTON.

MOTION CARRIED.

Collective Agreement Between H.E.C.F.I. and I.A.T.S.E. Local B-173 at Hamilton Place

MOVED by Mr. Monzavi, seconded by Mr. Baboth that

THE COLLECTIVE AGREEMENT FOR THE TERM 2001 JANUARY 1 TO 2002 DECEMBER 31 BETWEEN H.E.C.F.I. AND I.A.T.S.E., LOCAL B-173 AT HAMILTON PLACE BE APPROVED.

MOTION CARRIED.

7. New Business

7.1 Operating Budget Deliberations

The Manager of Business Services reported that City Council had approved H.E.C.F.I.'s 2001 operating budget representing a zero percent increase but the General Manager of Finance has since advised that H.E.C.F.I. will be requested to reduce its budget by an additional \$200,000. Mr. DiFilippo advised this would be extremely difficult given H.E.C.F.I.'s financial results as at the end of March reflect a deficit of approximately \$80,000. This is expected to be increased to over \$100,000 by the end of May. Additionally, there are a number of events for 2001 that have cancelled with projected lost revenue estimated at \$200,000.

Further reduction to the budget would be extremely difficult; however, H.E.C.F.I. staff is in the process of reviewing options. A review of the recent Colliers' reports may reveal possible cost-saving measures that can be implemented.

Councillor Kelly explained the City's position in its attempt to attain a zero increase to its taxpayers – all possible avenues have been explored, including reducing the municipal contribution to H.E.C.F.I. It was believed that H.E.C.F.I. could recover the shortfall by increasing its local banquet activity. However, this change in marketing strategy would necessitate the hiring of staff and additional marketing funds, the cost of which would offset revenues. As well, this is a contradiction to City Council's previous direction to H.E.C.F.I. not to solicit local business.

Mayor Wade confirmed that the H.E.C.F.I. operating budget had been approved. As well, that City staff was in the process of finding additional revenue sources in order to meet its zero increase target. Mayor Wade was confident that given the foregoing information, City Council will not impose further budgetary constraints to H.E.C.F.I.'s operating budget.

7.2 Capital Budgets

Management reported that five significant projects had been unilaterally removed from its Ten Year Capital Projects Programme. City staff advised that the projects had been removed due to H.E.C.F.I.'s inability to fund the projects. It was agreed that Mayor Wade and Councillor Horwath will formally address the issue with City staff.

8. Other Business

8.1 H.E.C.F.I. Board Workshop

Councillor Powers suggested that the Board conduct an informal workshop at the conclusion of one of its Board meetings for the purpose of examining ways in which the City and H.E.C.F.I. can mutually benefit from cross utilization of its skills and services.

9. Date of Next Meeting

The Board Secretary to contact Members to establish a convenient time during the first two weeks of June. The AGM and elections will take place at that meeting.

10. Adjournment

The meeting adjourned at 4:50 p.m.

TAKEN AS READ AND APPROVED

Mrs. Mary Dow, Chair

Patricia Bennett, Secretary

Financial Summary For The Four Month Period Ended April 30, 2001

Actual Results For The Four Month Period Ended <u>April 30, 2000</u>		(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Favourable <Unfavourable> <u>Budget Variance</u>
\$2,905,379	Revenue	\$3,074,834	\$3,228,972	\$ 154,138
<u>3,721,614</u>	Expenses	<u>3,476,626</u>	<u>3,718,810</u>	<u>(242,184)</u>
	Excess of Expenses			
<u>\$ 816,235</u>	Over Revenue From Operations	<u>\$ 401,792</u>	<u>\$ 489,838</u>	<u>\$ (88,046)</u>

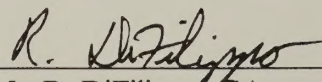
Comments:

HECFI's municipal contribution was over-expended by \$88,046 (see row 3, column 3 above) for the four month period ended April 30, 2001. This represents an increase of \$8,014 in the over-expended amount that was reported to you last month for the quarter ended March 31, 2001.

The unfavourable result for the month arose mainly due to the loss on the 98 Degrees concert at Copps Coliseum.

The unfavourable results for the four month period arose primarily from higher than anticipated expenditures (mainly in the areas of maintenance, operating supplies and advertising and promotions) and to lower than anticipated revenue being generated for display signage.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.



Mr. R. DiFilippo, CA
Manager of Business Services

24 May 2001

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

REVENUE	Budgeted		Actual		Actual	
	Operating Results For The Four Month Period Ended April 2001	(2)	Operating Results For The Four Month Period Ended April 2001	(3)	Operating Results For The Four Month Period Ended April 2000	(6)
	(1)				Amount	(5)
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,312,850	\$544,904	\$528,350		(\$16,554)	-3.0%
OTHER RENTALS	529,320	209,772	177,667		(32,105)	-15.3%
FOOD, BEVERAGE AND CONCESSIONS	2,815,790	936,290	1,093,728		157,438	16.8%
RECOVERIES	2,493,370	1,088,378	1,175,546		87,168	8.0%
BOX OFFICE	370,330	179,120	187,453		8,333	4.7%
OTHER	347,520	116,370	66,228		(50,142)	-43.1%
TOTAL REVENUE	\$7,869,180	\$3,074,834	\$3,228,972		\$154,138	5.0%
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$269,510	\$89,088	\$90,472		(\$1,384)	-1.6%
FOOD AND BEVERAGE	2,328,840	722,297	824,359		(102,062)	-14.1%
EVENTS DELIVERY	2,314,810	920,178	1,033,420		(113,242)	-12.3%
BUILDING OPERATIONS	2,140,840	759,344	773,283		(13,939)	-1.8%
MARKETING AND PROMOTION	1,484,630	546,795	589,048		(42,253)	-7.7%
ADMINISTRATION-CEO/BOARD	506,170	170,021	155,160		14,861	8.7%
PROFESSIONAL FEES	30,000	6,668	2,397		4,271	64.1%
BUSINESS SERVICES	386,300	128,419	129,207		(788)	-0.6%
BOX OFFICE	323,180	133,816	121,464		12,352	9.2%
INSURANCE	92,360	0	0		0	0.0%
TOTAL EXPENSES	\$9,876,640	\$3,476,626	\$3,718,810		(\$242,184)	-7.0%
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,007,460	\$401,792	\$489,838		(\$88,046)	-21.9%
CONTRIBUTION FROM THE CITY	\$2,007,460	\$401,792	\$401,792		\$0	0.0%
UNDER (OVER) EXPENDED MUNICIPAL CONTRIBUTION	\$0	\$0	(\$88,046)		(\$88,046)	0.0%
						(\$284,877)

NOTE It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs

STATUS REPORT ON HECFI REVENUE FOR THE FOUR MONTH PERIOD ENDED APRIL 30, 2001

	Hamilton Convention Centre		Hamilton Place		Copps Coliseum		Corporate *		TOTAL HECFI	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2001 Actual	350,311	1,039,563	144,938	587,476	294,739	1,412,933	58,716	189,000	848,704	3,228,972
2001 Budget	332,619	933,485	178,095	565,461	298,667	1,394,600	55,127	181,288	864,508	3,074,834
Favorable/ (Unfavorable) Variance	17,692	106,078	(33,157)	22,015	(3,928)	18,333	3,589	7,712	(15,804)	154,138

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department



DIRECTOR'S REPORT - OPERATIONS/EVENTS DELIVERY

The Director of Operations/Events Delivery presents herein, his report for the month of June 2001.

Food and Beverage Section -

Event activity scheduled for the month of June at the Convention Centre includes:

Conventions/conferences for;

- ~ Ontario Society of Forensic Odontology Convention
- ~ Ontario Association of Committee of Adjustment and Consent Conference
- ~ Ontario Pharmacists' Association Conference
- ~ Associated Country Women of the World Convention
- ~ World Conference on Disaster Management

Trade/Consumer shows for;

- ~ Canada Customs Revenue Agency

Banquets/receptions for;

- ~ St. Joseph's School of Nursing Alumni
- ~ Tim Horton's Children's Foundation
- ~ Westdale Secondary School
- ~ McMaster University – Centre for Peace Studies
- ~ Ontario Fertility Services Network
- ~ McMaster Hospital Volunteer Association
- ~ Black African Heritage Coalition

Meetings/meal functions for;

- ~ Greater Hamilton Speakers Association
- ~ Cultural and Interpreter Service of Peel
- ~ Manulife Financial
- ~ Economical Insurance Group
- ~ Edelman Public Relations

- ~ Primerica Financial Services
- ~ United Way of Hamilton
- ~ Canadian Condominium Institute
- ~ Ministry of the Environment

Miscellaneous functions for;

- ~ 97.7 HTZ-FM Rocksearch 2001 concert
- ~ College of Nurses of Ontario examinations
- ~ Canadian Blood Services blood donor clinic

Total revenue from food and beverage sales and room rentals is projected to exceed the budgetary target of \$290,200.00 established for the month of June by approximately \$24,800.00 or 8.5%.

Events Delivery Section -

Events scheduled at Copps Coliseum include:

- ~ two performances of the Hamilton International Tattoo
- ~ four performances of the Garden Bros. Circus
- ~ Hamilton-Wentworth Police Association benefit concert featuring Ronnie Milsap
- ~ the Jehovah's Witnesses Convention (two weekends)
- ~ the Extreme Steel Tour featuring Pantera and special guests Slayer, Static X, Skrape and Morbid Angel

In the Great Hall at Hamilton Place, events scheduled include;

- ~ McMaster University Convocation
- ~ Studio Arts Live 2001, a celebration of the performance arts
- ~ a performance of "Barrage" The World on Stage
- ~ a concert by Chantal Kreviazuk
- ~ the Burlington Dance Company presentation of "That's Entertainment" (two performances)
- ~ the VHA Health and Home Support Services presentation of "The Canadian Tribute to Glenn Miller" fundraiser
- ~ theatre style plenary sessions of the Associated Country Women of the World conference (seven days)
- ~ five performances of The Geritol Follies

Activity scheduled in the Studio Theatre includes:

- ~ six performances of "Lettice and Lovage" by The Players' Guild of Hamilton
- ~ the Youth Advisory Committee of the Hamilton Community Foundation presentation of "Pushin the Improv Envelope" fundraiser

Box Office Section -

The Hamilton Place box office was scheduled to close commencing July 3 for the duration of the summer however, since there are no events at Hamilton Place during the last two weeks in June requiring the services of the box office, staff is proposing that the closure be initiated on June 18.

Building Operations Section –

Loudspeaker equipment required for the renovations to the Great Hall sound system has been received and is being tested for compliance with the performance specifications. Installation is scheduled to commence in July.

Refurbishment of the passenger elevators at Hamilton Place is in progress. Control devices will be modified to barrier free standards and the general appearance of the units will be improved.

A number of building repair and maintenance projects are being coordinated so that they can be undertaken during the summer months. Funding for these projects is included within the operating budget.

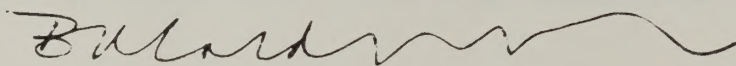
Staff is awaiting approval of the 2001 Capital Budget by the City. A number of projects have been initiated i.e. quotations obtained, however have not commenced.

Other –

Staff is in the process of making application to the Alcohol and Gaming Commission of Ontario so as to increase the licensed capacity of the tiered seating area at Copps Coliseum for Hamilton Bulldogs games. For the purpose of the application, Sections 111, 112, 235 and 236 will be designated as "dry" seating areas however, in practice the Bulldogs will expand the "dry" seating area so as to include Sections 108, 109, 110, 113, 114 and 115.

A concession services committee has been established comprised of representatives from HECFI, Sodexo Marriott and the Hamilton Bulldogs. This committee has met on a number of occasions and has established as its objective, the goal to increase per capita sales at Bulldog games from \$3.80 currently to \$4.50 for the upcoming season. A separate report summarizing the recommendations of this committee will be presented to the next meeting of the HECFI Operations Committee.

Respectfully submitted,



BNC:mgm

B. N. Calder, P.Eng.,
Director of Operations/Events Delivery.



REPORT TO : **MARKETING & SALES COMMITTEE**

FROM : Mr. John Elder
Manager of Programming

COPIES TO : Mr. Gabe Macaluso
Managing Director/CEO:

: Mr. Rich Rakoczy
Entertainment Programmer

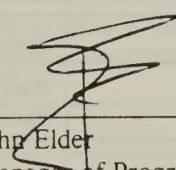
: Ms. Diana Bordonaro
Programming Secretary/Group Sales

DATE : 2001 June 8

RE : **CONFIRMED EVENTS/PERFORMANCES
FROM JUNE TO AUGUST, 2001**

The attached chart details the status of confirmed events/performances at Hamilton Place, Copps Coliseum, and Hamilton Convention Centre from **JUNE TO AUGUST 2001**.

Respectfully submitted:



John Elder
Manager of Programming

JUN 2001	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1	McMaster Convocation 9:30 am / 2:30 pm	McMaster University		Tattoo Set Up/Rehearsals
2	Studioarts Live 7:00 p.m.			Hamilton Int'l Tattoo 7:30 pm
3	BARRAGE-The World On Stage 7:30 p.m. (CP)	Players Guild Move In/Set Up		Hamilton Int'l Tattoo 2:30 p.m.
4		Players Guild Rehearsal		
5		Players Guild Rehearsal		
6		Players Guild Rehearsal		
7	Chantal Kreviazuk 8 pm (CP)	Lettice and Lovage 7:30 p.m.		
8	Burlington School of Dance 7:30 p.m.	Lettice and Lovage 8:00 p.m.		
9	Burlington School of Dance 7:30 p.m.	Lettice and Lovage 8:00 p.m.		
10	The Canadian Tribute to Glenn Miller VHA - 2 pm	Players Guild Dark		
11		Players Guild Dark		Garden Bros. Circus Move In
12	Associated Country Women of World	Players Guild Dark		Garden Bros. 4:15 p.m. / 7:30 p.m.
13	Associated Country Women of World	Players Guild Dark		Garden Bros. 4:15 p.m. / 7:30 p.m.
14	Associated Country Women of World	Lettice and Lovage 8:00 p.m.		
15	Associated Country Women of World	Lettice and Lovage 8:00 p.m.		Ronnie Milsap 8:00 p.m. Police Assn
16	Associated Country Women of World	Lettice and Lovage 2 pm/8 pm		
17	Associated Country Women of World			
18	Women of World / Geritol Follies Set up			
19	Geritol Follies 2:00 p.m.			
20	Geritol Follies 2:00 p.m.			
21	Geritol Follies 2:00 p.m.			Watchtower Convention Move in
22	Geritol Follies 2 pm / 7:30 p.m.			Watchtower Convention 8 am - 6 pm
23		Pushin The Improv Envelope 8 pm		Watchtower Convention 8 am - 6 pm
24				Watchtower Convention 8 am - 6 pm
25				The Extreme Steel Tour Featuring Pantera Concert (CP) 6:00 p.m.
26				
27				
28				The Watchtower Convention Move in
29				The Watchtower Convention 8 am - 6 pm
30				The Watchtower Convention 8 am - 6 pm

Confirmed Events/Performances

Events other than rentals are marked * (P) ** (CP)

JUL 2001	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1				Jehovah's Witnesses 8 am - 6 pm
2				
3				
4				
6				
7				
8				A Walk Down Abbey Road (CP) Featuring John Entwistle of The Who, Alan Parsons, Todd Rundgren, Ann Wilson of Heart (Performing their Hits and Classic Songs of The Beatles) 8 pm
9				
10				
11		Brott 2001 Music Festival 8 pm		
12				
13	Victory Christian Services 7 pm			
14	Victory Christian Services 12 pm and 7 pm			
15				
16				
17				
18				
19		Brott 2001 Music Festival 7:30 pm		
20	Fred Deely Imports - Annual New Model Announcement 2002 8 am - 5 pm			
21	Fred Deely Imports - Annual New Model Announcement 2002 8 am - 5 pm			
22	Fred Deely Imports - Annual New Model Announcement 2002 8 am - 5 pm			
23				
24				
25				
26				
27				
28				
29				
30				
31				

AUG 2001	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				The Catholic Charismatics
18	Brott Summer Music Festival 8 pm			The Catholic Charismatics
19				The Catholic Charismatics
20			The Nutcracker Camp 9 am - 5 pm	
21			The Nutcracker Camp 9 am - 5 pm	
22			The Nutcracker Camp 9 am - 5 pm	
23			The Nutcracker Camp 9 am - 5 pm	
24			The Nutcracker Camp 9 am - 5 pm	
25				
26				
27			The Nutcracker Camp 9 am - 5 pm	
28			The Nutcracker Camp 9 am - 5 pm	
29			The Nutcracker Camp 9 am - 5 pm	
30			The Nutcracker Camp 9 am - 5 pm	
			The Nutcracker Camp 9 am - 5 pm	

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEMORANDUM

TO: Mr. G. Macaluso
Managing Director/CEO

FROM: Mr. B. Calder, Director of Operations/Events Delivery
Mr. S. Farrauto, Hospitality Programming & Sales Manager

DATE: 2001 June 5

SUBJECT: **CONFIRMED BOOKINGS AT HAMILTON CONVENTION CENTRE
MAY, JUNE AND JULY, 2001**

MONTH OF MAY, 2001

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	13	4,331
MEETINGS	39	3,813
CONVENTIONS	4	3,170
TRADE & CONSUMER SHOWS	0	0
OTHER	6	2,210
TOTAL	62	13,524

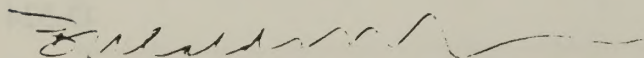
MONTH OF JUNE, 2001

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	11	2,940
MEETINGS	33	2,206
CONVENTIONS	5	8,790
TRADE & CONSUMER SHOWS	1	200
OTHER	3	510
TOTAL	53	14,646

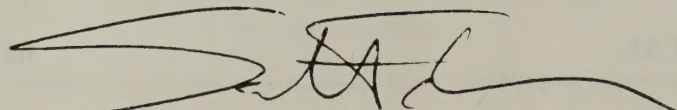
MONTH OF JULY, 2001

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	0	0
MEETINGS	2	43
CONVENTIONS	2	5,600
TRADE & CONSUMER SHOWS	0	0
OTHER	0	0
TOTAL	4	5,643

Respectfully submitted,



Brad Calder
Director of Operations/Events Delivery



Sal Farrauto
Hospitality Programming & Sales Manager

CLIENT SERVICES BOOKING REPORT

MAY 2001

MONTH	MEALS & BANQUETS				MEETINGS				RECEPTIONS				WEDDINGS			
	Attained 2000		Attained 2001		Attained 2000		Attained 2001		Attained 2000		Attained 2001		Attained 2000		Attained 2001	
	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars
January	4	55,467	23	189,858	27	31,949	28	29,630	2	10,099	2	5,259	0	0	0	0
February	25	232,268	10	117,073	26	32,080	25	32,447	1	685	4	4,433	0	0	0	0
March	13	199,866	5	49,877	29	40,716	31	47,847	0	0	1	175	0	0	0	0
April	4	39,762	9	89,966	13	27,026	25	21,048	2	5,526	0	0	0	0	0	0
May	7	29,658	5	13,964	15	27,168	26	13,599	0	0	2	8,290	0	0	0	0
June																
July																
August																
September																
October																
November																
December																
TOTAL	53	557,021	52	460,738	110	158,939	135	144,571	5	16,310	9	18,157	0	0	0	0

MONTH	TRADE SHOWS				OTHER				TOTALS			
	Attained 2000		Attained 2001		Attained 2000		Attained 2001		Attained 2000		Attained 2001	
	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars
January	1	1,896	0	0	3	16,497	1	2,332	37	115,908	54	227,079
February	0	0	0	0	4	72,439	2	7,275	56	337,472	41	161,228
March	1	7,420	1	24,566	2	6,982	1	56,286	45	254,984	39	178,751
April	0	0	0	0	3	17,390	4	13,451	22	89,704	38	124,465
May	0	0	1	1,585	1	325	0	0	23	57,151	34	37,438
June												
July												
August												
September												
October												
November												
December												
TOTAL	2	9,316	2	26,151	13	113,633	8	79,344	183	855,219	206	728,961

HOSPITALITY SALES BOOKING REPORT

MAY 2000 & 2001

MONTH	CONVENTIONS				SPECIAL EVENTS/AMATEUR SPORTS				OTHER				TOTALS			
	Attained 2000		Attained 2001		Attained 2000		Attained 2001		Attained 2000		Attained 2001		Attained 2000		Attained 2001	
	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars	Events	Dollars
January	1	138,000	1	57,000	0	0	0	0	0	0	0	0	1	138,000	1	57,000
February	4	190,000	4	85,000	1	10,000	2	250,000	1	120,000	3	37,000	6	320,000	9	372,000
March	3	123,000	2	16,000	1	10,000	0	0	2	13,000	2	11,000	6	146,000	4	27,000
April	1	15,000	3	108,000	1	330,000	0	0	1	40,000	1	20,000	3	385,000	4	128,000
May	3	97,000	3	115,000	1	400,000	0	0	0	0	2	25,000	4	497,000	5	140,000
June																
July																
August																
September																
October																
November																
December																
TOTAL	12	563,000	13	381,000	4	750,000	2	250,000	4	173,000	8	93,000	20	1,486,000	23	724,000



Hamilton
Entertainment
and Convention
Facilities Inc.

9.4
One Summers Lane
Hamilton, Ontario
L8P 4Y2
Tel. (905) 546-3000
Fax. (905) 546-3002

FOR INFORMATION

MEMO TO : HECFI BOARD OF DIRECTORS

FROM : Mr. G. Macaluso,
Managing Director/CEO

DATE : 2001 June 4

SUBJECT : OPERATIONAL AND STRATEGIC REVIEW
OF HECFI AND ITS FACILITIES

RECOMMENDATION:

THAT THE FOLLOWING REPORT BE RECEIVED FOR INFORMATION PURPOSES.

BACKGROUND:

At the 2001 April 3 meeting of City Council, the recommendation put forward by the Committee of the Whole respecting the operational and strategic review of City owned facilities was approved.

Attached please find copy of Committee of the Whole Report 01-008 Item 1 pertaining to the Convention Centre, Copps Coliseum, Hamilton Place and HECFI

A working committee has been established and is currently in the process of addressing the recommendations detailed.

G. Macaluso
Managing Director/CEO



**Committee of the Whole
Report**

**Tuesday, March 28, 2001
1:00 p.m.
Council Chambers
Hamilton City Hall
71 Main Street West, Hamilton**

Present: Mayor R. Wade

Councillors A. Bain, D. Braden, M. Caplan, C. Collins, F. D'Amico,
L. Dilanni, M. Ferguson, A. Horwath, T. Jackson, B. Kelly, M.
McCarthy, S. Merulla, D. Mitchell, B. Morelli, R. Powers

Also Present:

D. A. Lychak, City Manager
J. Rinaldo, General Manager, Finance and Corporate Services
L. A. Coveyduck, General Manager, Planning and Development
P. Crockett, General Manager, Transportation, Operations
and Environment
B. Coopersmith, General Manager, Community Development
J. A. Priel, General Manager, Social and Public Health Services
C. Graham, General Manager, Human Resources
N. Everson, Executive Director, Economic Development
A. L. Heron, Corporate Secretariat
R. C. Roszell, Corporate Counsel
K. Christenson, City Clerk

Mayor R. Wade called the meeting to order.

**THE COMMITTEE OF THE WHOLE PRESENTS REPORT 01-008 AND
RESPECTFULLY RECOMMENDS:**

1. **Operational and Strategic Review of Hamilton Convention Centre, Hamilton Place, Copps Coliseum, Hamilton Farmer's Market, Ivor Wynne Stadium, Chedoke Civic Golf Course (Martin and Beddoe) and King's Forest Golf Club (Item 4.2) (Attached)**

- a) That the completed Phase I draft report prepared by Colliers International Inc. for the operational review of the HECFI, Farmers' Market, Civic Golf Courses, Ivor Wynne Stadium, and Chedoke Ski Hill be received by Council;
- b) That Council authorize and direct staff to establish a working committee comprised of staff members from the Corporate Services and Community Services Departments and HECFI (where applicable) to review and report back to Council on the implications (financial and other) and time lines of implementing the following recommendations:

Convention Centre

- (i) That financial statements that accurately reflect the financial performance of the Convention Centre, including allocated costs and the application of energy costs be developed;
- (ii) That the financial statements include all revenues and expenses associated with the Convention Centre operation including parking;
- (iii) That the Convention Centre's market be expanded by permitting it to pursue opportunities in the local area;
- (iv) That the Convention Centre be promoted in all possible ways through other municipal actions including the use by other departments for meetings and planning sessions;
- (v) That an economic impact study be commissioned immediately to determine the benefits of the Convention Centre in today's market;
- (vi) That development and improvement to the downtown core be encouraged, particularly those developments which complement the Convention Centre.

Copps Coliseum

- (i) That financial statements that accurately reflect the financial performance of the Arena, including allocated costs and the application of energy costs be developed;

- (ii) That the financial statements include all revenues and expenses associated with the Arena operation including parking;
- (iii) That a third party partner with the expertise and capital to effectively book profitable events at Copps Coliseum be sourced;
- (iv) That development and improvement to the downtown core be encouraged, particularly those developments which complement Copps Coliseum;
- (v) That opportunities to upgrade and add to the main tenant base to increase the attendance and revenue generation be investigated;
- (vi) That Copps Coliseum Centre be promoted in all possible ways through other municipal actions including;
- (vii) That an economic impact study be commissioned immediately to determine the benefits of the Convention Centre in today's market.

Hamilton Place

- (i) That the City retain civic ownership of the Ronald V. Joyce Theatre for the Performing Arts at Hamilton Place and maintain the building to acceptable industry standards;
- (ii) That an independent committee to advise management on facility-specific issues be created;
- (iii) That there be a focus on local and regional markets in terms of presenters rather than national and international markets;
- (iv) That a comprehensive market research to understand non-attendees and develop strategies to respond to their needs and wants be undertaken;
- (v) That a strategy of using packaging and pricing as incentives to build new audiences be investigated;
- (vi) That a strategy of using scheduling blocks to balance community use and use by the management and commercial renters be investigated;
- (vii) That a single scale of rental rates be reviewed and that consideration be given to supporting community users with incentive grants for the use of public facilities;

- (viii) That staff develop more flexible policies concerning appropriate programming;
- (ix) That procedure is established to encourage co-productions and co-presentations with other Canadian producers and theatres.

HECFI

- (i) That staff review the audit completed in 1990 of the HECFI operations and that a progress report on what has been completed and the corresponding results be produced;
- (ii) That an economic impact study be commissioned immediately by a reputable organization;
- (iii) That the responsibilities of HECFI be broadened to include assets of similar profile and use;
- (iv) That the number of Board members be reduced and an emphasis placed on standing committees and develop prerequisites for citizen members from a "value added" approach;
- (v) That all existing policies be reviewed and if necessary revised with the intent of removing operating barriers;
- (vi) That the existing accounting procedures be modified to ensure an accurate measurement of real performance;
- (vii) That the existing marketing budget is increased and that a third party marketing consultant is commissioned to assist in determining the marketing and strategic focus.

Farmer's Market

- (i) That a highest and best use analysis for the existing facility be commissioned;
- (ii) That an alternative management structure for the operation of the Market be investigated;
- (iii) That alternative sources for funding the required capital improvements be investigated;

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The second part of the document is a letter from the Vice President of the United States to the Congress.

The third part of the document is a letter from the Secretary of the United States to the Congress.

The fourth part of the document is a letter from the President of the United States to the Congress.

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The fourteenth part of the document is a letter from the Vice President of the United States to the Congress.

The fifteenth part of the document is a letter from the Secretary of the United States to the Congress.

REGULAR MEETING OF THE BOARD OF DIRECTORS

CAY ON HBL V89

A35

2001

Wednesday, August 29, 2001

12:00 Noon

(Lunch Served at 11:30 p.m.)

Hamilton Convention Centre

Room 314

URBAN MUNICIPAL

ORDER OF BUSINESS

AUG 29 2001

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

GOVERNMENT DOCUMENTS

ACTION ITEMS

- A. *Audit Committee First Report of 2001*

Attachment A

- B. *Community Dinner : Football Hall of Fame Induction Dinner*

Attachment B

INFORMATION ITEMS

2. Correspondence

Attachment 2

3. Minutes of Special Meeting Held June 13, 2001

Attachment 3

3.1 Errors or Omissions

3.2 Motion for Approval

4. Business Arising from the Minutes

5. Reports

5.1 Financial Summary for the Seven Month Period
Ended July 31, 2001

Attachment 5.1

6. Private and Confidential

7. New Business

8. Other Business

9. Date of Next Meeting: September 26, 2001

10. Adjournment

OUTSTANDING BUSINESS

- (i) CEO to meet with GM of Community Services Re Exclusive Concert Rights at Ivor Wynn Stadium
(ii) Capital Budget Follow-up (Removal of Projects)
(iii) Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review
(iv) Board Workshop

2001 August 24
Patricia Bennett
Legislative Assistant

LIBRARY MUNICIPAL

1003 S. GUA

GOVERNMENT DOCUMENTS

A

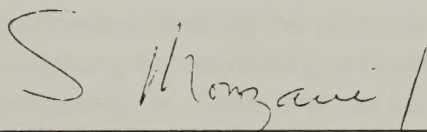
AUDIT COMMITTEE FIRST REPORT OF 2001

The Audit Committee presents its **FIRST** Report of 2001 from its meeting held 2001 August 22, and respectfully requests approval of the following recommendations:

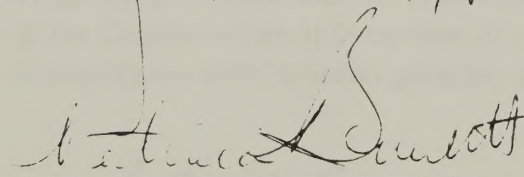
1. Draft 2000 Audited Financial Statements for H.E.C.F.I.

**THAT THE DRAFT 2000 AUDITED FINANCIAL STATEMENTS FOR H.E.C.F.I.
BE APPROVED.**

Respectfully submitted,



Soheil Monzavi, Chair



Patricia Bennett, Secretary



REPORT COMMITTEE FIRST REPORT OF 2000

The Board of Directors of The Hamilton Entertainment and Convention Facilities Inc. has received the report of the Audit Committee dated December 15, 2000, and has approved the report of the Audit Committee.

Report of the Audit Committee

THE BOARD OF DIRECTORS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. HAS REVIEWED THE REPORT OF THE AUDIT COMMITTEE DATED DECEMBER 15, 2000, AND HAS APPROVED THE REPORT OF THE AUDIT COMMITTEE.

Financial Statements of

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

Year ended December 31, 2000



KPMG LLP
Chartered Accountants

Box 976
21 King Street West Suite 700
Hamilton ON L8N 3R1

Telephone (905) 523-8200
Telefax (905) 523-2222
www.kpmg.ca

AUDITORS' REPORT

To the Board Members of
The Hamilton Entertainment and Convention Facilities Inc.,
Members of Council, Inhabitants and Ratepayers of The
Corporation of the City of Hamilton

We have audited the balance sheet of The Hamilton Entertainment and Convention Facilities Inc. as at December 31, 2000 and the statements of revenue and expense and cash flows for the year then ended. These financial statements are the responsibility of the Corporation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2000 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

KPMG LLP

Chartered Accountants

Hamilton, Ontario

March 23, 2001



THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

Balance Sheet

December 31, 2000, with comparative figures for 1999

	2000	1999
Assets		
Current assets:		
Cash	\$ 22,400	\$ 1,782,245
Accounts receivable	1,282,939	975,219
Inventories (note 3)	65,545	65,284
Prepaid expenses	30,361	88,130
Deferred charges on future shows	49,832	88,155
Due from City of Hamilton	1,502,361	222,070
	\$ 2,953,438	\$ 3,221,103

Liabilities

Current liabilities:		
Bank overdraft	\$ 200,377	\$ -
Accounts payable and accrued liabilities	1,134,416	1,075,644
Advance ticket sales	1,166,172	1,712,067
Deposits on future rentals	276,368	265,638
Deferred revenue on display advertising	38,083	35,299
Unredeemed gift certificates	77,470	73,130
Advance from a related corporation (note 4)	12,135	11,492
Accrued vacation and sick benefits (note 10)	48,417	47,833
	\$ 2,953,438	\$ 3,221,103

See accompanying notes to financial statements.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

Statement of Revenue and Expense

Year ended December 31, 2000, with comparative figures for 1999

	Budget 2000	Actuals 2000	Actuals 1999
Revenue:			
Rentals, licence fees and show revenue	\$ 1,909,540	\$ 1,786,086	\$ 2,165,131
Food, beverage and concessions	2,689,240	3,235,274	2,940,548
Recoveries	2,521,170	2,903,527	2,604,963
Box office	342,240	438,103	381,400
Other	340,850	407,508	339,722
	7,803,040	8,770,498	8,431,764
Expense:			
Events delivery	2,691,110	3,168,714	2,946,971
Food and beverage	2,129,250	2,585,941	2,344,618
Building operations	1,682,970	1,654,017	1,896,446
Marketing and promotion	1,673,980	1,615,682	1,572,209
Administration	1,300,690	1,199,624	1,238,262
Box office	332,500	319,883	332,480
	9,810,500	10,543,861	10,330,986
Excess of expense over revenue before contribution from the City of Hamilton	2,007,460	(1,773,363)	(1,899,222)
Contribution from the City of Hamilton	2,007,460	2,007,460	2,082,910
Excess of revenue over expense for the year (note 6)	\$ -	\$ 234,097	\$ 183,688

See accompanying notes to financial statements.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

Statement of Cash Flows

Year ended December 31, 2000, with comparative figures for 1999

	2000	1999
Cash provided by (used in):		
Operations:		
Change in non-cash operating working capital:		
Increase in non-cash current assets	\$ (211,889)	\$ (72,198)
(Increase) decrease in due to City of Hamilton	(1,280,291)	802,923
Increase in bank overdraft	200,377	-
Increase in accounts payable and accrued liabilities	58,772	396,018
Decrease in advance ticket sales	(545,895)	(647,872)
Increase (decrease) in deposits on future rentals	10,730	(12,681)
Increase in deferred revenue on display advertising	2,784	8,549
Increase (decrease) in unredeemed gift certificates	4,340	(2,290)
Increase in advance from a related corporation	643	393
Increase (decrease) in accrued vacation and sick benefits	584	(7,398)
Increase (decrease) in cash	(1,759,845)	465,444
Cash, beginning of year	1,782,245	1,316,801
Cash, end of year	\$ 22,400	\$ 1,782,245

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

Notes to Financial Statements

Year ended December 31, 2000

1. Nature of operations:

The Hamilton Entertainment and Convention Facilities Inc. is a not-for-profit organization, incorporated without share capital under the laws of Ontario by The Corporation of the City of Hamilton (City of Hamilton) to maintain and operate, in the public interest, the following facilities:

Copps Coliseum (a trade Centre and arena)

Hamilton Convention Centre

Ronald V. Joyce Centre for the Performing Arts at Hamilton Place (a theatre-auditorium)

2. Significant accounting policies:

The Corporation follows accounting principles appropriate for a municipal organization. The more significant accounting policies used are as follows:

(a) Inventories:

Inventories are valued at the lower of cost (determined on the first-in, first-out method) and replacement cost.

(b) Capital assets:

The land, buildings and original equipment of The Hamilton Entertainment and Convention Facilities Inc. are owned by the City of Hamilton. Purchases of equipment and furnishings are charged either directly to operations in the year in which the expenses occur, or to a capital projects reserve fund established for the purchase of capital assets and maintained by the City of Hamilton on behalf of The Hamilton Entertainment and Convention Facilities Inc.

(c) Reserves:

Payments relating to the functional purpose of reserves are charged directly to the reserves.

(d) Rentals, licence fees and show revenue:

Rentals, licence fees and show revenue comprise minimum rental and licence fees, negotiated percentages of box office receipts and profit or loss when the Corporation acts as a promoter or co-promoter on shows. Revenues exclude the capital improvement ticket surcharge.

3. Inventories:

Inventories consist of liquor, beer, wine, food and soft drinks.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

Notes to Financial Statements, page 2

Year ended December 31, 2000

4. Advance from a related corporation:

In 1991, The Hamilton Performing Arts Foundation Inc. advanced monies to the Corporation which in turn invested the funds with the City of Hamilton. All interest earned on these funds has been reinvested with the City of Hamilton and will be paid to The Hamilton Performing Arts Foundation Inc. The continuity of this account is summarized as follows:

	2000	1999
Balance, beginning of year	\$ 11,492	\$ 11,099
Interest earned during the year	643	393
Balance, end of year	\$ 12,135	\$ 11,492

5. Pension agreements:

The Corporation makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 49 members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. OMERS instituted a total contribution holiday for 1999 and 2000. Accordingly, the amount contributed to OMERS for both years was \$Nil for current service.

In addition, certain other employees of the Corporation are entitled to payments to a registered savings plan which is administered through their union. The Corporation contributed \$41,000 to this plan in 2000 (1999 - \$30,500).

6. Transfer to the City of Hamilton:

At the end of the year \$234,097 (1999 - \$183,688) excess of revenue over expense for the year was transferred to the City of Hamilton and allocated to The Hamilton Entertainment and Convention Facilities Inc. reserve for capital projects.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

Notes to Financial Statements, page 3

Year ended December 31, 2000

7. Reserve fund:

During the year a donation of \$200,000 (1999 - \$200,000) was made by the Ron Joyce Foundation to the City of Hamilton. In accordance with the restriction placed upon the use of these funds, the City of Hamilton has created this separate reserve fund which is to be utilized to finance major building repairs/improvements and to purchase or replace equipment at the Ronald V. Joyce Centre for the Performing Arts at Hamilton Place.

The Ron Joyce Foundation has also pledged further annual donations of \$200,000 for the years 2001 to 2017 inclusive.

The continuity of this fund is summarized as follows:

	2000	1999
Balance, beginning of year	\$ 442,261	\$ 1,209,514
Donations	200,000	200,000
Interest earned during the year	55,142	32,747
Funds transferred to finance capital projects approved in the current year's capital budget	(400,000)	(1,000,000)
Balance, end of year	\$ 297,403	\$ 442,261

In addition to the above-noted funds, there are also unexpended capital balances relating to projects included in the current and past years' capital budgets. The continuity of this amount is as follows:

	2000	1999
Unexpended balance, beginning of year	\$ 703,725	\$ -
Expenditures made on capital projects	(696,744)	(296,275)
Funds transferred to finance the current year's capital projects	400,000	1,000,000
Unexpended balance, end of year	\$ 406,981	\$ 703,725

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

Notes to Financial Statements, page 4

Year ended December 31, 2000

8. Other reserves:

The following reserves have been set aside by Council on behalf of The Hamilton Entertainment and Convention Facilities Inc.

(a) Reserve for capital projects:

This reserve and the interest earned thereon is used primarily to finance major building repairs/improvements, purchase of equipment or replacement thereof. The reserve is financed from allocations of the excess of revenue over expense (note 6) as well as from a patron surcharge levied by the Corporation on ticket admissions to the Ronald V. Joyce Centre for the Performing Arts at Hamilton Place and Copps Coliseum. The continuity of this reserve is summarized as follows:

	2000	1999
Balance, beginning of year	\$ 377,926	\$ 1,043,962
Funds transferred to finance capital projects approved in the current year's capital budget:		
Hamilton Convention Centre	(100,000)	(30,000)
Copps Coliseum	(200,000)	(1,025,000)
	(300,000)	(1,055,000)
Receipts from patron surcharges during year:		
Ronald V. Joyce Centre for the Performing Arts at Hamilton Place	131,873	99,374
Copps Coliseum	79,005	66,450
	210,878	165,824
Sale of surplus equipment	—	500
Interest earned during year	54,890	38,952
Surplus transferred from The Hamilton Entertainment and Convention Facilities Inc.	234,097	183,688
	288,987	223,140
Balance, end of year	\$ 577,791	\$ 377,926

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

Notes to Financial Statements, page 5

Year ended December 31, 2000

8. Other reserves (continued):

(a) Reserve for capital projects (continued):

In addition to the above-noted funds, there are also unexpended capital balances relating to projects included in the current and past years' capital budgets. The continuity of this amount is as follows:

	2000	1999
Unexpended balance, beginning of year	\$ 1,257,720	\$ 414,456
Expenditures made on capital projects	(1,177,692)	(211,736)
Funds transferred to finance the current year's capital projects	300,000	1,055,000
Unexpended balance, end of year	\$ 380,028	\$ 1,257,720

(b) Special events subsidy reserve

This reserve and interest earned thereon is used primarily to attract events to the facilities operated by The Hamilton Entertainment and Convention Facilities Inc. The continuity of this fund is summarized as:

	2000	1999
Balance, beginning of year	\$ 1,210	\$ 1,103
Contribution from the City of Hamilton	100,000	100,000
Interest earned during the year	2,756	1,277
Payments made in the year for events subsidies	(98,576)	(101,170)
Balance, end of year	\$ 5,390	\$ 1,210

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

Notes to Financial Statements, page 6

Year ended December 31, 2000

8. Other reserves (continued):

(c) Budget stabilization reserve

This reserve and the interest earned thereon is used primarily to fund the Corporation's over-expended municipal contribution, if any, in future years. The continuity of this fund is summarized as follows:

	2000	1999
Balance, beginning of year	\$ 291,927	\$ 284,529
Interest earned during the year	16,333	7,398
Balance, end of year	\$ 308,260	\$ 291,927

9. Other financial information:

The City of Hamilton incurred estimated utility charges and related overhead expenses of \$1,566,000 (1999 - \$1,701,000) for the operations of The Hamilton Entertainment and Convention Facilities Inc.

10. Liability for vested sick leave benefits:

Effective May 1, 1982 the predecessor corporations to The Hamilton Entertainment and Convention Facilities Inc. adopted an Income Protection Plan and sick leave credits earned under the previous Sick Leave Benefit Plan were frozen. Under the Sick Leave Benefit Plan unused sick leave could accumulate and employees were entitled to cash payment upon termination of services after ten continuous years of employment. Entitlement to cash payment continues to apply to those employees who earned credits under this plan. The liability for these accumulated days, to the extent that they have vested and could be taken in cash by an employee on termination, amounted to \$48,417 at December 31, 2000 (1999 - \$47,833). Cash payments made by the City of Hamilton in lieu of sick leave are included in the expenses of the year in which services are terminated and no provision was made by the City in the year when the liability was incurred. The current year expense of \$4,700 (1999 - \$8,000) for sick leave liability was paid directly by the City of Hamilton and is not reflected in these financial statements.

11. Comparative figures:

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.

3

RECOMMENDATION

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO

DATE: 2001 August 23

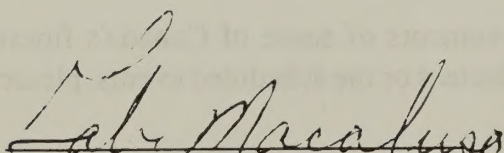
SUBJECT: **COMMUNITY DINNER :**
Canadian Football Hall of Fame
29th Annual Induction Dinner
Friday, September 21 – Hamilton Convention Centre

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$1,000. TO THE 29TH ANNUAL INDUCTION DINNER OF THE CANADIAN FOOTBALL HALL OF FAME TO BE HELD SEPTEMBER 21, 2001 AT THE HAMILTON CONVENTION CENTRE.

BACKGROUND:

- The Football Hall of Fame traditionally presents its annual Induction Dinner at the Hamilton Convention Centre.
- The function is a prestigious community event and one that HECFI has supported in the past.
- Funds are available in the Board's allocation for meetings and receptions.



Gabe Macaluso
Managing Director/CEO

CANADIAN FOOTBALL HALL OF FAME & MUSEUM

58 JACKSON STREET WEST, HAMILTON

ONTARIO L8P 1L4 PHONE (905) 528-7566

May 29th, 2001

Mr. Gabe Macaluso
H.E.C.F.I.
101 York Boulevard
Hamilton, Ontario
L8R 3K1

Dear Mr. Macaluso:

Recently, we announced our exciting list of year 2001 inductees to be honoured in September as part of our 29th Annual Induction Weekend. The weekend will be held from September 20th - September 22nd, 2001. Our honoured inductees will be:

Willie Burden (Player) - Calgary Stampeders
Sid Forster (Builder) - Sudbury Spartans, Joe MacDonald Football League
Bill Frank (Player) - B.C. Lions, Toronto Argonauts, Winnipeg Blue Bombers
Warren Moon (Player) - Edmonton Eskimos
James Parker (Player) - Edmonton Eskimos, B.C. Lions, Toronto Argonauts

A detailed schedule of events and the registration information for the *"29th Annual Induction Dinner and the 6th Annual Celebrity Golf Tournament"* are enclosed for your completion. Our host hotel for year 2001 is the Sheraton Hamilton Hotel. You can make reservations directly with the hotel by calling 1-800-514-7101. Please tell them you are with the Canadian Football Hall of Fame and Museum Induction Weekend to ensure the special rate of \$86.00/night plus applicable taxes. The deadline for all hotel reservations is **August 30th, 2001**, so book early to ensure this special rate.

By supporting the Canadian Football Hall of Fame and Museum, your contribution will be tax receipted as outlined in the registration package. Proceeds from the Induction Weekend events are directed to the public programs, such as the education programs and in-house/off-site exhibitions which promote the history of all levels of Canadian Football.

Join us for Induction 2001 and help us recognize the achievements of some of Canada's finest football heroes. If you have any questions pertaining to the inductees or the scheduled events, please contact Janice Smith, Managing Director, at (905) 528-7566.

Sincerely,



Reg Wheeler
Chairman, Induction Committee



CANADIAN FOOTBALL HALL OF FAME
29TH ANNUAL INDUCTION DINNER REGISTRATION FORM

Friday, September 21st, 2001

Honouring the year 2001 inductees: Willie Burden, Sid Forster, Bill Frank, Warren Moon & James Parker

I would like to reserve _____ tickets to the year 2001 Induction Dinner

\$100.00/ticket (\$50.00 tax receipt) or \$1,000.00/table of ten (\$500.00 tax receipt)

Total Amount Enclosed: _____

Income Tax Receipt Required: ☐ Yes ☐ No

Name: _____

Address: _____

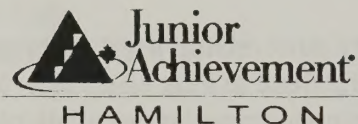
Phone: _____

PLEASE COMPLETE AND RETURN REGISTRATION FORM WITH PAYMENT BY AUGUST 24TH, 2001

PLEASE MAKE CHEQUES PAYABLE TO THE CANADIAN FOOTBALL HALL OF FAME

SEND FORM TO: CANADIAN FOOTBALL HALL OF FAME

58 JACKSON STREET WEST HAMILTON, ONTARIO L8P 1L4



Junior Achievement of Hamilton

In recognition of your support to the success of the young people of the new City of Hamilton through your contribution to the annual Junior Achievement Golf Classic

presents this award to

*Hamilton Entertainment &
Convention Facilities Inc.*

Excellence
Award

Signature

Date

Summer Camp Fund

July 10, 2001

An initiative of The Hamilton Spectator
44 Frid Street, Hamilton, Ontario L8N 3G3

Mr. Gabe Macaluso
Managing Director/CEO
Hamilton Entertainment and Convention
Facilities Inc.
10 York Blvd
Hamilton, ON L8R 3L4

Dear Mr. Macaluso: *Gabe*

Thank you for your recent gift of \$1,686.00 to *The 2001 Spectator Summer Camp Fund* and also for your past contributions to give local children from low income families a chance to experience a wide variety of camping adventures.

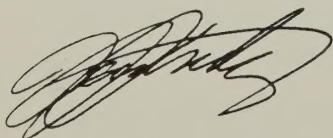
The Hamilton Spectator and Hamilton Community Foundation are pleased to share with you the good news of the tremendous community response to our recent request to support the 2001 Spectator Summer Camp Fund. The Fund has received a record number of gifts to increase camping opportunities for children in the new City of Hamilton.

As you know this special Fund, established by The Spectator in 1984, has provided thousands of young children with the opportunity to experience the excitement of summer camp. These camping experiences allow local, disadvantaged children the chance to learn new skills, make new friends, raise self-esteem, and more importantly, have lots of fun!

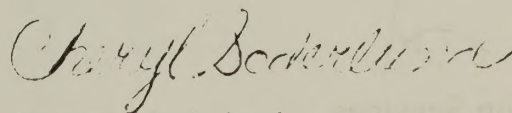
This year the need to help local children is even greater and we hope to raise \$120,000 through a community wide effort of generous people just like you.

Thank you for your ongoing support.

Yours sincerely,



Judi M. Partridge
Manager of Community Relations
Hamilton Spectator



Cheryl L. Soderlund
Director of Development
Hamilton Community Foundation



Men's Residence & Discovery House

(Mission Services of Hamilton, Inc.)

Box 368, 325 James St. N., Hamilton, ON, L8L 7W2
905-528-7635 Men's Res, 905-527-2945 Jamesville Site,
905-527-3088 Discovery House and Fax: 905-521-9995

June 15, 2001

Hamilton Convention Centre
1 Summers Lane
Hamilton ON L8P 4Y2

Dear Friends,

On behalf of the staff, volunteers and residents at the Men's Residence & Discovery House, I would like to thank you for your continuous generosity of food donations.

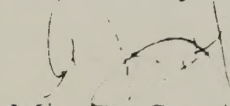
Without you, we would not be able to provide an enhanced quality of life for the men who have a need to stay with us and need our help.

Most of the men who pass through this front door are seeking help and often are in dire need. They may be homeless, addicted to substance, lonely or in despair. There is always a need for food, shelter, clothing and human kindness.

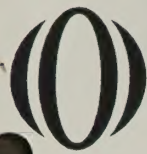
We are blessed to be able to see the positive influence of this gift on the, sometimes, shattered lives of these men, due to your spirit of giving.

We hope your prayers and support will continue, and once again, from the bottom of our hearts, we thank you.

God bless you,



Mission Services
Men's Residence & Discovery House Staff



OPERA
HAMILTON

A Partner in Opera Ontario Inc.

2000/2001 season

andiamo!

Ken Freeman
General Director

Daniel Lipton
Artistic Director

July 12, 2001

Hamilton Entertainment & Convention Facilities Inc
HECFI
10 MacNab Street South
Hamilton, ON L8P 3C1

On behalf of the 17th Annual Opera Hamilton Spring Auction Committee and the Opera Hamilton staff, I wish to express thanks for your generous donation to this year's event, held on Wednesday May 16, 2001 at Liuna Station.

Opera Hamilton's Annual Spring Auction has grown to become one of southwestern Ontario's most financially successful fundraising events and this season raised over \$85,000 through the generous support of business-leaders and individuals like yourself. I hope you receive as much of a return from your donation as we did and I look forward to your continued support in the future.

Enclosed you will find a tax receipt representing the total amount of your donated item(s). Should you have any questions or comments, please feel free to contact the Opera Hamilton Special Events Office at (905) 527-7627, ext. 231.

With sincere thanks,

Joe Goulart
Special Events & Marketing Coordinator

Encl.

3

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, June 13, 2001
12:00 Noon
Hamilton Convention Centre
Room 314

MINUTES

PRESENT:

Mr. A. Skrypniak, Chairman
Mayor R. Wade
Councillor C. Collins
Councillor A. Horwath
Councillor R. Powers
Mrs. M. Dow
Ms. B. Campbell
Mr. R. Baboth
Mr. F. Deys
Mr. B. Ingleby
Mr. S. Monzavi
Mr. T. Anderson
Mr. P. DeCaria

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. J. Elder
Mr. S. Farrauto
Mrs. J. Mills
Ms. D. Vivian

REGRETS:

Councillor B. Kelly

1. Opening Remarks

Acting Chair Mary Dow opened the meeting at 12:17 p.m. Due to Mr. Monzavi's unavoidable absence at the outset of the meeting, the order of the agenda items was amended. Those items which did not require a motion for approval received review until Mr. Monzavi's arrival.

Mrs. Dow welcomed newly appointed citizen member Terry Anderson and reappointed member Pat DeCaria. The Acting Chair's remarks included an expression of appreciation to management and staff for assistance provided during her six month term as Acting Chair. She also stated her willingness to remain as Chair for the remainder of 2001 if that was the will of the Board.

2. Oath of Appointed Office : Citizen Appointees

Mayor Robert Wade administered the Oath of Appointed Office to newly appointed citizen member, Terry Anderson, and to reappointed members Pat DeCaria and Soheil Monzavi. The appointments are for a three year term expiring 2003 November 30.

3. Election of Officers
Appointment of Committee Membership

The Secretary took the Chair and called for nominations for the position of Chairman of the Board. Councillor Powers stated that due to the busy schedules experienced by all City Councillors at the present time, none of the HECFI Councillors would allow their names to stand for Board or Committee Chairs. Following the Board's Annual Meeting in 2002, Councillors will reconsider this position.

Mr. Ingleby moved the nomination of Mr. Skrypniak; it was seconded by Mr. Monzavi. Mr. Anderson moved that nominations be closed; Ms. Campbell seconded the motion.

MR. ANDY SKRYPNIAK WAS ELECTED TO THE POSITION OF CHAIRMAN OF THE BOARD BY ACCLAMATION.

First Vice Chairman of the Board

Mr. Anderson moved the nomination of Councillor Powers; it was seconded by Mr. Deys. Mr. Anderson moved that nominations be closed; Mrs. Dow seconded the motion.

COUNCILLOR RUSS POWERS WAS ELECTED TO THE POSITION OF FIRST VICE CHAIRMAN OF THE BOARD BY ACCLAMATION.

Second Vice Chairman of the Board

Mr. Deys moved the nomination of Mrs. Dow; it was seconded by Mr. Anderson. Mr. Anderson moved that nominations be closed; Mr. Baboth seconded the motion.

MRS. MARY DOW WAS ELECTED TO THE POSITION OF SECOND VICE CHAIR OF THE BOARD BY ACCLAMATION.

Operations Committee / Chairman

Mrs. Dow moved the nomination of Mr. Anderson; it was seconded by Mayor Wade. Mayor Wade moved that nominations be closed; Mr. DeCaria seconded the motion.

MR. TERRY ANDERSON WAS ELECTED TO THE POSITION OF CHAIRMAN OF THE OPERATIONS COMMITTEE BY ACCLAMATION.

Operations Committee / Vice Chairman

Mr. Baboth moved the nomination of Councillor Collins; it was seconded by Mr. Ingleby. Mrs. Dow moved that nominations be closed; Mr. Ingleby seconded the motion.

COUNCILLOR CHAD COLLINS WAS ELECTED TO THE POSITION OF VICE CHAIRMAN OF THE OPERATIONS COMMITTEE BY ACCLAMATION.

Marketing and Sales Committee / Chairman

Councillor Russ Powers moved the nomination of Mr. Ingleby; it was seconded by Mr. Baboth. Ms. Campbell moved that nominations be closed; Mr. Monzavi seconded the motion.

MR. BILL INGLEBY WAS ELECTED TO THE POSITION OF CHAIRMAN OF THE MARKETING AND SALES COMMITTEE BY ACCLAMATION.

Marketing and Sales Committee / Vice Chairman

Mr. Ingleby moved the nomination of Ms. Campbell; it was seconded by Mr. Deys. Mr. DeCaria moved that nominations be closed; Mr. Deys seconded the motion.

MS. BRENDA CAMPBELL WAS ELECTED TO THE POSITION OF VICE CHAIR OF THE MARKETING AND SALES COMMITTEE BY ACCLAMATION.

Finance and Administration Committee / Chairman

Mr. Baboth moved the nomination of Mr. Monzavi; it was seconded by Ms. Campbell. Mrs. Dow moved that nominations be closed; Mr. Deys seconded the motion.

MR. SOHEIL MONZAVI WAS ELECTED TO THE POSITION OF CHAIRMAN OF THE FINANCE AND ADMINISTRATION COMMITTEE BY ACCLAMATION.

Finance and Administration Committee / Vice Chairman

Councillor Collins moved the nomination of Mr. Deys; it was seconded by Mrs. Dow. Ms. Campbell moved that nominations be closed; Mr. DeCaria seconded the motion.

MR. FRED DEYS WAS ELECTED TO THE POSITION OF VICE CHAIRMAN OF THE FINANCE AND ADMINISTRATION COMMITTEE BY ACCLAMATION.

Audit Committee / Chairman

Mrs. Dow moved the nomination of Mr. Monzavi; it was seconded by Ms. Campbell. Mrs. Dow moved that nominations be closed; Mr. Deys seconded the motion.

MR. SOHEIL MONZAVI WAS ELECTED TO THE POSITION OF CHAIRMAN OF THE AUDIT COMMITTEE BY ACCLAMATION.

Audit Committee / Vice Chairman

Mrs. Dow moved the nomination of Mr. Deys; it was seconded by Councillor Powers. Ms. Campbell moved that nominations be closed; Mr. DeCaria seconded the motion.

MR. FRED DEYS WAS ELECTED TO THE POSITION OF VICE CHAIRMAN OF THE AUDIT COMMITTEE BY ACCLAMATION.

Committee Membership

Mayor Robert Wade and Board Chair Andy Skrypniak are standing members of all committees. The following Directors/Members were appointed to the Operations Committee:

Operations Committee

Councillor B. Kelly
Mrs. M. Dow
Ms. B. Campbell
Mr. F. Deys
Mr. R. Baboth

Mr. T. Anderson, Committee Chairman
Councillor C. Collins, Committee Vice Chairman
Mayor R. Wade
Mr. A. Skrypniak, Board Chairman

The following Directors/Members were appointed to the Marketing and Sales Committee:

Marketing and Sales Committee

Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth
Mr. T. Anderson
Mr. S. Monzavi

Mr. B. Ingleby, Committee Chairman
Ms. B. Campbell, Committee Vice Chair
Mayor R. Wade
Mr. A. Skrypniak, Board Chairman

The following Directors/Members were appointed to the Finance and Administration Committee:

Finance and Administration Committee

Councillor R. Powers
Councillor A. Horwath
Mrs. M. Dow
Mr. P. DeCaria

Mr. S. Monzavi, Committee Chairman
Mr. F. Deys, Committee Vice Chairman
Mayor R. Wade
Mr. A. Skrypniak, Board Chairman

The following Director/Members were appointed to the Audit Committee:

Audit Committee

Councillor R. Powers
Councillor A. Horwath
Mrs. M. Dow
Mr. P. DeCaria

Mr. S. Monzavi, Committee Chairman
Mr. F. Deys, Committee Vice Chairman
Mayor R. Wade
Mr. A. Skrypniak, Board Chairman

Mr. Anderson moved that nominations be closed; Mr. Ingleby seconded the motion.

4. Standing Committee Terms of Reference

MOVED by Mr. Anderson, seconded by Mr. Deys that

THE FOLLOWING TERMS OF REFERENCE FOR THE OPERATIONS, MARKETING & SALES, AND FINANCE & ADMINISTRATION COMMITTEES BE ENDORSED:

Operations Committee

1. Receive, review and recommend to the Finance and Administration Committee the annual operating and capital budgets;
2. Recommend to the Board all capital, operations and maintenance expenditures within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
3. Review and recommend for approval all contract documents for tender and all contracts for services;
4. Oversee the Box Office/Ticketing Services for all HECFI facilities;
5. Monitor building and equipment to ensure optimum performance;
6. Monitor operations efficiency and effectiveness;
7. Review and recommend to the HECFI Board all matters pertaining to the provision of food and beverage in HECFI facilities as established by Board policy;
8. Provide a monthly written report to the Board;
9. Review reports provided by senior management regarding occupational health and safety issues and recommend appropriate actions to the Board of Directors relative to health and safety issues;
10. Perform other duties as assigned by Board of Directors.

Marketing and Sales Committee

1.
 - a) Receive, review and recommend to the Board the Annual Marketing Plan;
 - b) The Marketing Plan to include client services and public relations;
2. Receive, review and recommend to the Board for approval strategic plans for future;
3. Receive, review and recommend to the Finance and Administration Committee the annual operating budget;
4. Evaluate and make recommendations regarding community education, social and cultural activities related to performing arts;
5. Monitor activities and events to assess program balance, number of event days, and results of promotions and co-promotions;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Marketing and Sales Department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Monitor expenditures from the Provision for Promotions account for promotions and co-promotions;
8. Provide a monthly written report to the Board;
9. Perform other duties assigned by Board of Directors.

Finance and Administration Committee

1. Oversee the financial affairs of the Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Performing Arts Foundation Inc.
2. Receive, review and recommend to the Board the annual operating budgets;
3. Receive, review and recommend to the Board the annual 10 year capital budget programmes;
4. Recommend to the Board all financial and administrative policies and personnel matters;

5. Recommend to the Board all operation, capital and maintenance expenditures related to the Business Services Division within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
6. Assume responsibility for the efficient management of funds;
7. Provide a monthly written report to the Board;
8. Recommend to the Board the disposition of the personnel contracts of the respective directors reporting through the Managing Director/CEO to the applicable Standing Committee;
9. Perform other duties as assigned by Board of Directors.

5. Board and Standing Committee Meeting Schedule

MOVED by Mrs. Dow, seconded by Mr. Deys that

**THE REGULAR MEETINGS OF THE BOARD TAKE PLACE DURING THE LAST WEEK OF THE MONTH; and
THAT THE STANDING COMMITTEES OF THE BOARD TAKE PLACE DURING THE WEEK PRECEDING THE REGULAR FULL BOARD MEETINGS; and
THAT THE BOARD ESTABLISH THE DAY AND TIME FOR EACH OF ITS MEETINGS.**

MOTION CARRIED.

It was agreed that the Regular Meetings of the Board will continue to be scheduled the last Wednesday of the month. The Standing Committees will continue to meet during the week preceding the full Board meetings and will discuss the establishment of a schedule at their next Committee meetings.

A. CC: Alcohol Consumption in the Seating Area at Concert Events

The Board received management's June 6th report. It was

MOVED by Mr. Baboth, seconded by Mr. DeCaria that

THE PRACTICE OF SELLING AND SERVING ALCOHOLIC BEVERAGES TO PATRONS FOR CONSUMPTION IN THE SEATING AREA OF COPPS COLISEUM AT CONCERT EVENTS BE CONTINUED ON A PERMANENT BASIS.

MOTION CARRIED.

During discussion it was clarified that management restricts the number of alcoholic beverages which can be taken into the seating area by each patron to two (2); and that all servers have been trained in bar management courses. It was agreed that all reasonable precautions should be taken to ensure the facility's liability is not in jeopardy and that proper procedures, including the scrutiny of patron consumption, are adhered to

B. Alignment of Benefits

Management's June 7th report was received. It was

Moved by Mr. Deys, seconded by Mrs. Dow that

H.E.C.F.I. REALIGN ITS BENEFIT PROGRAM WITH THE NON-UNION EMPLOYEES OF THE CITY OF HAMILTON EFFECTIVE IMMEDIATELY; and

THAT THE CITY BE INFORMED OF H.E.C.F.I.'s INCLUSION IN ANY FUTURE MODIFICATION OF THE CITY'S HARMONIZED BENEFIT PROGRAM AND THAT H.E.C.F.I. BE INCLUDED IN THE COMMUNICATION PLAN TO INFORM NON-UNION EMPLOYEES IN ADVANCE OF PENDING CHANGES.

MOTION CARRIED.

It was noted that the annualized cost for H.E.C.F.I. non-union employees to receive the harmonized benefits represents a total cost of Health/Dental and AD & D coverage in the amount of \$3,051.88.

6. Correspondence

Correspondence from Christine Hamilton, Geritol Follies, and the Community Builders Breakfast organizers was received.

Mrs. Dow's June 11th response to joint correspondence received from Messrs. Micieli, DiVittorio and Mercanti of Michelangelo's, the Chandelier Place, and Carmen's Banquet Centre respectively, was circulated to Board Members. During discussion it was noted that City Council has red-circled this issue for the current budget year. It was agreed that in preparation of the upcoming 2002 budget preparation realistic revenue and cost projections should be prepared. The CEO stated that this issue will be discussed at length at the ad hoc committee which has been struck to review the Colliers reports.

The Chair read correspondence dated 2001, June 4th from Garry C. Knox, President of Sodexo Marriott, announcing its plans to become part of Sodexo Alliance, effective August 31st. The Director of Operations/Events Delivery advised that H.E.C.F.I.'s contract with Sodexo will be amended to reflect the legal change of name. It is not expected that there will be any adverse effects as a result of this company buy-out.

7. Minutes of Special Meeting Held May 18, 2001

Moved by Councillor Powers, seconded by Mr. Monzavi that

THE MINUTES OF THE SPECIAL MEETING HELD MAY 18, 2001 BE APPROVED.

MOTION CARRIED.

8. Business Arising From the Minutes

Nil

9. Reports

9.1 Financial Summary for the Four Month Period Ended April 30, 2001

The Manager of Business Services presented the Financial Summary for the Four Month Period Ended April 30, 2001, reporting that the municipal contribution had been over-expended in the amount of \$88,046 during the four month period. The unfavourable result is due mainly to the loss on the 98 Degrees concert at Copps Coliseum and from higher than anticipated expenditures and to lower than anticipated revenue being generated for display signage.

9.2 Report from Director of Operations/Events Delivery

The Director's June, 2001 report was received. The Director reported that the Hamilton Place Box Office was scheduled to be closed during summer months effective the first week in July; however, that date has been moved forward to become effective Monday, June 18th due to decreased activity. Full-time staff will be transferred to the Copps Coliseum Box Office and will facilitate coverage for summer vacations.

9.3 Confirmed Events

The reports outlining confirmed events/performances from June to August, 2001 at Hamilton Place, Copps Coliseum and Hamilton Convention Centre were received from the Programming Division. As well, the report outlining confirmed bookings at the Convention Centre from May through to July, 2001 from the Hospitality/Sales Division was received.

During discussion of the Client Services and Hospitality/Sales Booking reports, the Manager of Hospitality/Sales provided a brief update of his department's activities and a projection that he anticipates a turn-around by the end of the year. The Junos' Board of Directors has announced its intention to hold the next convention and awards celebration at another location – to be formally announced at a later date.

9.4 Operational and Strategic Review of HECFI and its Facilities

Management's June 4th report was received which included a copy of the Committee of the Whole Report pertaining to the Convention Centre, Copps Coliseum, Hamilton Place and HECFI. A working committee has been established as directed by City Council, and is currently in the process of addressing the recommendations detailed.

10. Private and Confidential

MOVED by Councillor Horwath, seconded by Councillor Powers that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 1:20 P.M.

MOTION CARRIED.

MOVED by Mayor Wade, seconded by Mr. Ingleby that

THE IN-CAMERA MEETING BE ADJOURNED AT 1:35 P.M.

MOTION CARRIED.

The following recommendations were carried:

Employment Contracts

MOVED by Councillor Horwath, seconded by Councillor Collins that

H.E.C.F.I. SENIOR MANAGEMENT EMPLOYEES CURRENTLY EMPLOYED UNDER CONTRACT, DUE TO THEIR SERVICE LONGEVITY, BE GRANTED THE CHOICE BETWEEN CONTRACTUAL EMPLOYMENT AND PERMANENT EMPLOYEE STATUS.

MOTION CARRIED.

Report on Promotions/Co-Promotions

MOVED by Mr. Ingleby, seconded by Ms. Campbell that

THE REPORT ON PROMOTIONS/CO-PROMOTIONS BE RECEIVED.

MOTION CARRIED.

11. New Business

11.1 I.A.T.S.E. Stagehands

The CEO reported that H.E.C.F.I. has been notified of I.A.T.S.E.'s intention to initiate negotiations with respect to its contract.

11.2 Summers Lane Parking

The CEO reported that he has met with Mr. Hazel of the Parking Authority to discuss entrance and egress concerns which have repeatedly been raised by patrons of Hamilton Place and the Convention Centre. As a result, the Parking Authority has hired staff to accept cash or to facilitate the ticket mechanism for patrons at the entrance to the parking lot. Mr. Macaluso will further discuss the possibility of hiring a policeman at the exit to King Street and/or to review the feasibility of bagging the parking meters on King Street at Summers Lane.

12. Other Business

12.1 Hamilton Place Washrooms

The Director of Operations/Events Delivery reported that costing and preliminary sketches have been prepared and that the project has been included in the 2002 capital budget programme.

13. Date of Next Meeting

At the Call of the Chair.

14. Adjournment

The meeting adjourned at 1:40 p.m.

TAKEN AS READ AND APPROVED

Mr. A. Skrypniak, Chairman

Patricia Bennett, Secretary

Financial Summary For The Seven Month Period Ended July 31, 2001

Actual Results For The Seven Month Period Ended <u>July 31, 2000</u>		(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Favourable (Unfavourable) <u>Budget Variance</u>
\$4,490,946	Revenue	\$4,528,627	\$4,677,877	\$149,250
<u>5,955,111</u>	Expenses	<u>5,669,045</u>	<u>5,906,219</u>	<u>(237,174)</u>
	Excess of Expenses			
<u>\$ 1,464,165</u>	Over Revenue From Operations	<u>\$1,140,418</u>	<u>\$1,228,342</u>	<u>\$ (87,924)</u>

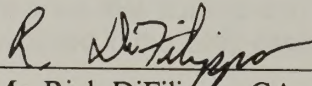
Comments:

HECFI's municipal contribution was over-expended by \$87,924 (see row 3, column 3 above) for the seven month period ended July 31, 2001. This represents an increase of \$57,323 in the over-expended amount that was reported to you last month for the six month period ended June 30, 2001.

The unfavourable results for the month arose mainly due to a loss on a Copps Coliseum concert.

The unfavourable results for the seven month period arose primarily due to lower than anticipated revenue being generated at Copps Coliseum and from display signage.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.



Mr. Rick DiFilippo, CA
Manager of Business Services

17 August 2001

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES**

	Budgeted Operating Results For The Seven Month Period Ended July 2001	(2)	(3)	(4)	(5)	(6)
	Actual Operating Results For The Seven Month Period Ended July 2000					
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,312,850	\$795,571	\$759,138	(\$36,433)	-4.6%	\$812,870
OTHER RENTALS	529,320	316,197	240,156	(76,041)	-24.0%	221,146
FOOD, BEVERAGE AND CONCESSIONS	2,815,790	1,552,570	1,716,311	163,741	10.5%	1,649,982
RECOVERIES	2,493,370	1,485,040	1,586,202	101,162	6.8%	1,459,086
BOX OFFICE	370,330	223,360	242,811	19,451	8.7%	196,517
OTHER	347,520	155,889	133,259	(22,630)	-14.5%	151,345
TOTAL REVENUE	\$7,869,180	\$4,528,627	\$4,677,877	\$149,250	3.3%	\$4,490,946
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$269,510	\$157,021	\$162,824	(\$5,803)	-3.7%	\$155,450
FOOD AND BEVERAGE	2,328,840	1,275,475	1,388,334	(112,859)	-8.8%	1,394,593
EVENTS DELIVERY	2,314,810	1,375,009	1,463,067	(88,058)	-6.4%	1,468,194
BUILDING OPERATIONS	2,140,840	1,253,071	1,274,278	(21,207)	-1.7%	1,343,666
MARKETING AND PROMOTION	1,484,630	874,404	925,995	(51,591)	-5.9%	856,862
ADMINISTRATION-CEO/BOARD	506,170	297,228	285,263	11,965	4.0%	267,621
PROFESSIONAL FEES	30,000	11,669	1,538	10,131	86.8%	738
BUSINESS SERVICES	386,300	226,070	224,364	1,706	0.8%	219,297
BOX OFFICE	323,180	199,098	180,556	18,542	9.3%	183,342
INSURANCE	92,360	-	-	-	0.0%	65,348
TOTAL EXPENSES	\$9,876,640	\$5,669,045	\$5,906,219	(\$237,174)	-4.2%	\$5,955,111
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,007,460	\$1,140,418	\$1,228,342	(\$87,924)	-7.7%	\$1,464,165
CONTRIBUTION FROM THE CITY	\$2,007,460	\$1,140,418	\$1,140,418	-	0.0%	\$1,215,189
UNDER (OVER) EXPENDED						
MUNICIPAL CONTRIBUTION	\$0	\$0	(\$87,924)	(\$87,924)	0.0%	(\$248,976)

NOTE It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs

STATUS REPORT ON HECFI REVENUE FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 2001

	Hamilton Convention Centre			Hamilton Place			Copps Coliseum			Corporate *			TOTAL HECFI		
	Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date	
2001 Actual	156,078	1,856,154		32,025	896,709		(20,073)	1,680,656		2,388	244,358		170,418	4,677,877	
2001 Budget	98,577	1,622,232		16,024	781,555		108,587	1,898,811		6,507	226,029		229,695	4,528,627	
Favorable/ (Unfavorable) Variance	57,501	233,922		16,001	115,154		(128,660)	(218,155)		(4,119)	18,329		(59,277)	149,250	

COMPARISON TO PRIOR YEAR'S ACTUALS

	Hamilton Convention Centre			Hamilton Place			Copps Coliseum			Corporate *			TOTAL HECFI		
	Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date	
2001 Actual	156,078	1,856,154		32,025	896,709		(20,073)	1,680,656		2,388	244,358		170,418	4,677,877	
2000 Actual	40,151	1,884,295		43,241	796,788		81,986	1,611,498		9,343	198,365		174,721	4,490,946	
Favorable/ (Unfavorable) Variance	115,927	(28,141)		(11,216)	99,921		(102,059)	69,158		(6,955)	45,993		(4,303)	186,931	

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

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HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, September 24, 2001

12:00 Noon

(Lunch Served at 11:30 p.m.)

**Hamilton Place
Meeting Room 1**

URBAN MUNICIPAL

SEP 24 2001

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

INFORMATION ITEMS

2. Correspondence Attachment 2
3. Minutes of Special Meeting Held August 29, 2001 Attachment 3
- 3.1 Errors or Omissions
- 3.2 Motion for Approval
4. Business Arising from the Minutes
5. Reports
- 5.1 Financial Summary for the Eight Month Period
Ended August 31, 2001 Attachment 5.1
6. Private and Confidential
7. New Business
8. Other Business
9. Date of Next Meeting: Wednesday, October 31, 2001
10. Adjournment

OUTSTANDING BUSINESS

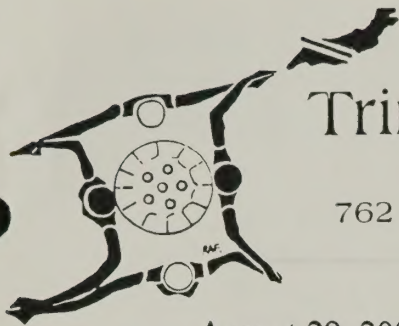
- (i) CEO to meet with GM of Community Services Re Exclusive Concert Rights at Ivor Wynn Stadium
- (ii) Capital Budget Follow-up (Removal of Projects)
- (iii) Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review
- (iv) Board Workshop
-

2001 September 20
Patricia Bennett
Legislative Assistant

URBAN MUNICIPAL

SEP 2 4 30 PM

GOVERNMENT DOCUMENTS



SEP - 8 2001 2

Trinidad & Tobago Association of Hamilton-Wentworth

762 Upper James Street, Suite 261, Hamilton, Ontario L9C 3A2

August 29, 2001

Mr. Gabe Macaluso
Chief Executive Officer HECFI
Hamilton Convention Centre
Summer's Lane
Hamilton, Ontario
L8P 4Y2

Dear Mr. Macaluso:

The Trinidad & Tobago Association of Hamilton-Wentworth would like to take this opportunity to thank you for your donation of six "Disney on Ice" tickets earlier this year. The children who attended the show had an enjoyable time and really appreciated your kind gesture.

Once again, thanks for your continued support of the organization.

Yours truly,

Erma Callender
Erma Callender
Secretary

To H.E.C.F.I Board + all staff

*You were all so
very kind-*

thank you very much!

We'd like to extend our thanks and appreciation to everyone for the beautiful floral arrangement, and to those who came to be with us at such a difficult time.

Thank you all for being
so thoughtful + supportive
Jill, Margit,
Violet, Andy + the boys.

**THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, August 29, 2001
12:00 Noon
Hamilton Convention Centre
Room 314**

MINUTES

PRESENT:

Mr. A. Skrypniak, Chair
Mayor R. Wade
Councillor R. Powers, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Councillor C. Collins
Councillor A. Horwath
Mr. R. Baboth
Ms. B. Campbell
Mr. P. DeCaria
Mr. F. Deys
Mr. W. Ingleby
Mr. S. Monzavi

ALSO PRESENT:

Mr. G. Macaluso
Mr. R. DiFilippo
Mr. B. Calder
Mr. S. Farrauto
Mr. J. Elder
Mrs. J. Mills

REGRETS:

Councillor B. Kelly
Mr. T. Anderson

1. Opening Remarks

The Chair welcomed everyone and called the meeting to order at 12:10 P.M.

A. Audit Committee First Report of 2001

MOVED by Mr. Monzavi, seconded by Mr. Deys that

THE AUDIT COMMITTEE FIRST REPORT OF 2001 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT THE DRAFT 2000 AUDITED FINANCIAL STATEMENTS FOR H.E.C.F.I. BE APPROVED.

MOTION CARRIED.

B. Community Dinner : Football Hall of Fame Induction Dinner

MOVED by Mr. Ingleby, seconded by Mr. DeCaria that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$1,000. TO THE 29TH ANNUAL INDUCTION DINNER OF THE CANADIAN FOOTBALL HALL OF FAME TO BE HELD SEPTEMBER 21, 2001 AT THE HAMILTON CONVENTION CENTRE.

MOTION CARRIED.

2. Correspondence

MOVED by Mayor Wade, seconded by Councillor Powers that

CORRESPONDENCE FROM JUNIOR ACHIEVEMENT OF HAMILTON, THE HAMILTON SPECTATOR SUMMER CAMP FUND, MEN'S RESIDENCE & DISCOVERY HOUSE AND OPERA HAMILTON BE RECEIVED.

MOTION CARRIED.

MOVED by Mayor Wade, seconded by Councillor Powers that

CORRESPONDENCE DATED 2001 AUGUST 24 FROM THE CANADIAN SOCIETY FOR MEDICAL LABORATORY SCIENCE BE CIRCULATED TO MEMBERS OF COUNCIL, APPROPRIATE STAFF, ALL GENERAL MANAGERS AND EXECUTIVE DIRECTORS FOR DISCUSSION AT AN UPCOMING CMT MEETING; and

THAT COUNCIL BE REQUESTED TO AUTHORIZE CAPITAL BUDGET APPROVAL FOR THE REPLACEMENT OF CARPET IN THE CONVENTION CENTRE IN 2002.

MOTION CARRIED.

Mr. Davis' letter follows a recent site visit to Saskatoon for the express purpose of previewing that city in preparation of a future conference. On this visit he was joined by other executive directors (or meeting planners) from associations across Canada. Remarks by Mr. Davis concerning the "Current Status of the Convention Centre" were reiterated by H.E.C.F.I. sales and management staff. Of particular concern is the carpet that has become permanently stained. Sales staff repeatedly make excuses about the state of the carpet when conducting site visits with prospective clients.

The 2002 FCM Convention will be held in Hamilton in July, 2002. Mayor Wade proposed the foregoing resolution, noting that there is a window of opportunity in late December, 2001, early January 2002, when a seasonal slow period traditionally occurs, to replace existing carpet in preparation for this prestigious event. H.E.C.F.I.'s 2001 – 2010 Ten Year Capital Budget Programme includes a project for Carpet Replacement at the Convention Centre in the amount of \$330,000. scheduled to take place in 2003. At the end of December 2001, H.E.C.F.I. will have sufficient funds in its Reserve for Capital Projects to fund this item.

3. Minutes of Special Meeting Held June 13, 2001

MOVED by Mr. Baboth, seconded by Ms. Campbell that

THE MINUTES OF THE SPECIAL MEETING HELD JUNE 13, 2001 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

4.1 Standing Committee Meeting Schedule

MOVED by Mr. Monzavi, seconded by Mrs. Dow that

ALL STANDING COMMITTEES (OPERATIONS, MARKETING & SALES AND FINANCE & ADMINISTRATION) TAKE PLACE ON THE THURSDAY OF THE WEEK PRECEDING THE BOARD MEETING.

MOTION CARRIED.

Committee meeting times will remain the same at 12:00 noon with lunch served at 11:30 a.m. It was also agreed that the September Board meeting will take place Monday, September 24th; thereafter, future meetings to take place on the last Wednesday of every month.

5. Reports

5.1 Financial Summary for the Seven Month Period Ended July 31, 2001

MOVED by Mr. Monzavi, seconded by Councillor Horwath that

THE FINANCIAL SUMMARY FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 2001 BE RECEIVED.

MOTION CARRIED.

The Manager of Business Services reported that H.E.C.F.I.'s municipal contribution was over-expended by \$87,924 for the seven month period ended July 31, 2001. He added that a spending freeze was implemented in June and management is hopeful that a zero budget increase will be attained at year end.

During discussion Mrs. Dow requested that in future reports, recoveries be highlighted.

6. Private and Confidential

MOVED by Mayor Wade, seconded by Mr. Baboth that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:55 P.M.

MOTION CARRIED.

MOVED by Councillor Powers, seconded by Mr. Deys that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:50 P.M.

MOTION CARRIED.

The following resolutions were carried directly following the In-Camera session:

Non-Union Compensation

MOVED by Councillor Horwath, seconded by Mr. Monzavi that

THE CITY'S NON-UNION COMPENSATION PLAN APPROVED BY CITY COUNCIL AT ITS MEETING HELD JUNE 26, 2001 BE ADOPTED BY H.E.C.F.I. IN PRINCIPLE; and

THAT APPROVAL BE CONFIRMED UPON A CLEARER UNDERSTANDING OF THE FINANCIAL IMPACTS.

MOTION CARRIED.

Hospitality Sales/Client Service Department Re-Alignment

MOVED by Mr. Monzavi, seconded by Mr. Deys that

THE HOSPITALITY SALES DIVISION CONTINUE FOCUSING ON OUTSIDE SALES; and

THAT ALL ORGANIZATIONAL CHANGES MADE TO THE HOSPITALITY SALES AND CLIENT SERVICES DIVISIONS IN ORDER TO ACHIEVE A FOCUS ON OUTSIDE SALES REMAIN IN TACT; and

THAT THE TEMPORARY POSITION OF SECRETARY/SALES CO-ORDINATOR IN THE HOSPITALITY SALES DIVISION BE MADE PERMANENT, EFFECTIVE SEPTEMBER 4, 2001.

MOTION CARRIED.

7. New Business

7.1 Membership : Finance & Administration Committee

MOVED by Mrs. Dow, seconded by Mr. DeCaria that

MR. BILL INGLEBY BE NAMED AS A MEMBER OF THE FINANCE & ADMINISTRATION COMMITTEE.

MOTION CARRIED.

8. Other Business

Nil

9. Date of Next Meeting

Monday, September 24, 2001

10. Adjournment

The meeting adjourned at 1:51 P.M.

TAKEN AS READ AND APPROVED

Mr. A. Skrypniak, Chair

Patricia Bennett, Secretary



Financial Summary
For The Eight Month Period Ended August 31, 2001

**Actual Results For
The Eight Month
Period Ended
August 31, 2000**

		(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Favourable <Unfavourable> <u>Budget Variance</u>
\$5,020,399	Revenue	\$4,816,012	\$4,748,066	\$(67,946)
<u>6,708,865</u>	Expenses	<u>6,288,541</u>	<u>6,359,229</u>	<u>(70,688)</u>
	Excess of Expenses			
<u>\$1,688,466</u>	Over Revenue From Operations	<u>\$1,472,529</u>	<u>\$1,611,163</u>	<u>\$ (138,634)</u>

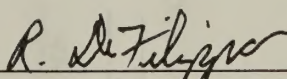
Comments:

HECFI's municipal contribution was over-expended by \$138,634 (see row 3, column 3 above) for the eight month period ended August 31, 2001. This represents an increase of \$50,710 in the over-expended amount for the month of August.

The unfavourable results for the month arose mainly due to lower than anticipated revenue being generated at Copps Coliseum and the Hamilton Convention Centre.

The unfavourable results for the eight month period arose primarily due to lower than anticipated revenue being generated at Copps Coliseum and from a shortfall in display signage revenues. A spending freeze was implemented in June and it is hoped that this will help to eliminate the budgetary deficit by the year end.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.



Mr. Rick DiFilippo, CA
Manager of Business Services

19 September 2001

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

REVENUE	Budgeted		Actual		Favourable/ (Unfavourable)		Actual Operating Results For The eight Month Period Ended August 2000
	Operating Results For The eight Month Period Ended August 2001	(2)	Operating Results For The eight Month Period Ended August 2001	(3)	Amount	(5)	
Annual 2001 Budget	(1)						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,312,850	\$855,573	\$770,465		(\$85,108)	-9.9%	\$945,342
OTHER RENTALS	529,320	348,572	260,269		(88,303)	-25.3%	238,820
FOOD, BEVERAGE AND CONCESSIONS	2,815,790	1,609,230	1,725,966		116,736	7.3%	1,817,429
RECOVERIES	2,493,370	1,603,481	1,606,569		3,088	0.2%	1,626,716
BOX OFFICE	370,330	227,770	244,553		16,783	7.4%	213,772
OTHER	347,520	171,386	140,244		(31,142)	-18.2%	178,320
TOTAL REVENUE	\$7,869,180	\$4,816,012	\$4,748,066		(\$67,946) *	-1.4%	\$5,020,399
EXPENSES BY DEPARTMENT / SECTION							
OPERATIONS-ADMINISTRATION	\$269,510	\$180,205	\$183,111		(\$2,906)	-1.6%	\$176,079
FOOD AND BEVERAGE	2,328,840	1,370,753	1,468,194		(97,441)	-7.1%	1,533,484
EVENTS DELIVERY	2,314,810	1,505,994	1,529,162		(23,168)	-1.5%	1,661,919
BUILDING OPERATIONS	2,140,840	1,414,675	1,408,397		6,278	0.4%	1,534,261
MARKETING AND PROMOTION	1,484,630	984,744	995,560		(10,816)	-1.1%	967,671
ADMINISTRATION-CEO/BOARD	506,170	340,324	319,715		20,609	6.1%	316,979
PROFESSIONAL FEES	30,000	13,336	3,100		10,236	76.8%	1,088
BUSINESS SERVICES	386,300	259,256	255,143		4,113	1.6%	249,666
BOX OFFICE	323,180	219,254	196,847		22,407	10.2%	202,370
INSURANCE	92,360	0	0		0	0.0%	65,348
TOTAL EXPENSES	\$9,876,640	\$6,288,541	\$6,359,229		(\$70,688)	-1.1%	\$6,708,865
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,007,460	\$1,472,529	\$1,611,163		(\$138,634)	-9.4%	\$1,688,466
CONTRIBUTION FROM THE CITY	\$2,007,460	\$1,472,529	\$1,472,529		\$0	0.0%	\$1,487,788
UNDER (OVER) EXPENDED MUNICIPAL CONTRIBUTION	\$0	\$0	(\$138,634)		(\$138,634)	0.0%	(\$200,678)

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

*For an analysis of the Budget Variance for revenues, see the attached schedule.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 2001

Favourable/ (Unfavourable) Budget Variance Amount
--

REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:

RENTAL, LICENCE FEES AND SHOW REVENUE	(\$85,108)
OTHER RENTALS	(88,303)
SODEXHO COMMISSIONS	38,672
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	25,546
OTHER	(31,142)
	<u>(\$140,335)</u>

REVENUES CLOSELY ASSOCIATED WITH EXPENSES:

FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	78,064
RECOVERIES	3,088
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	(8,763)
	<u>\$72,389</u>
TOTAL	<u>(\$67,946)</u>

STATUS REPORT ON HECFI REVENUE FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 2001

	Hamilton Convention Centre			Hamilton Place			Copps Coliseum			Corporate *			TOTAL HECFI		
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month
2001 Actual	19,198	1,875,352	12,725	909,434	36,524	1,717,180	1,742	246,100	70,189	4,748,066					
2001 Budget	131,217	1,753,449	274	781,829	151,317	2,050,128	4,577	230,606	287,385	4,816,012					
Favorable/ (Unfavorable) Variance	(112,019)	121,903	12,451	127,605	(114,793)	(332,948)	(2,835)	15,494	(217,196)	(67,946)					

COMPARISON TO PRIOR YEAR'S ACTUALS

	Hamilton Convention Centre			Hamilton Place			Copps Coliseum			Corporate *			TOTAL HECFI		
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month
2001 Actual	19,198	1,875,352	12,725	909,434	36,524	1,717,180	1,742	246,100	70,189	4,748,066					
2000 Actual	165,349	2,046,971	12,882	809,670	333,967	1,948,138	17,255	215,620	529,453	5,020,399					
Favorable/ (Unfavorable) Variance	(146,151)	(171,619)	(157)	99,764	(297,443)	(230,958)	(15,513)	30,480	(459,264)	(272,333)					

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, October 31, 2001

12:00 Noon

(Lunch Served at 11:30 p.m.)

Hamilton Convention Centre

Room 314

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

Hamilton Bulldogs : Presentation by Bulldogs President Cary Caplan

ACTION ITEMS

- | | | |
|-----------|--|---------------------|
| A. | <i>Operations Committee First Report of 2001</i> | <i>Attachment A</i> |
| B. | <i>Finance & Administration Committee First Report of 2001</i> | <i>Attachment B</i> |
| C. | <i>Ivor Wynn Stadium</i> | <i>Attachment C</i> |
| D. | <i>Community Dinner : Gallery of Distinction</i> | <i>Attachment D</i> |

INFORMATION ITEMS

- | | | |
|------------|---|-------------------------------------|
| 2. | Correspondence | Attachment 2 |
| 3. | Minutes of Special Meeting Held September 24, 2001 | Attachment 3 |
| | 3.1 Errors or Omissions | |
| | 3.2 Motion for Approval | |
| 4. | Business Arising from the Minutes | |
| 5. | Reports | |
| | 5.1 Financial Summary for the Nine Month Period
Ended September 30, 2001 | Attachment 5.1 |
| | 5.2 Status of HECFI Revenue for the Nine Month
Period Ended September 30, 2001 | Attachment 5.2 |
| 6. | Private and Confidential | |
| 7. | New Business | |
| 8. | Other Business | |
| 9. | Date of Next Meeting: | Wednesday, November 28, 2001 |
| 10. | Adjournment | |

OUTSTANDING BUSINESS

- | | |
|-------------|---|
| (i) | Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review |
| (ii) | Board Workshop |
-

OPERATIONS COMMITTEE FIRST REPORT OF 2001

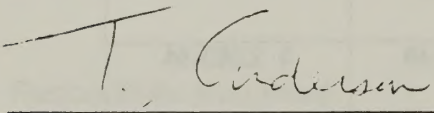
A

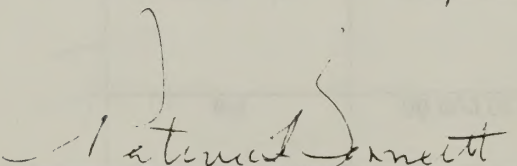
The Operations Committee presents its **FIRST** Report of 2001 from its meeting held October 25, 2001 and respectfully requests approval of the following recommendation:

1. HCC Floor Covering

THAT AN RFP BE CIRCULATED TO MANUFACTURERS AND CONTRACTORS INVITING PROPOSALS WHICH MAY INCORPORATE A VARIETY OF DESIGNS AND FLOORING PRODUCTS THAT MAXIMIZE DURABILITY WITHIN THE HAMILTON CONVENTION CENTRE.

Respectfully submitted,


Terry Anderson, Chair *ps*


Patricia Bennett, Secretary

B

FINANCE AND ADMINISTRATION COMMITTEE FIRST REPORT OF 2001

The Finance and Administration Committee presents its **FIRST** Report of 2001 from its meeting held October 25, 2001 and respectfully requests approval of the following recommendations:

1. Closing of Capital Accounts

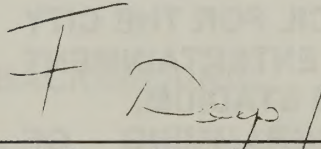
THAT THE FOLLOWING H.E.C.F.I. CAPITAL PROJECT ACCOUNTS BE CLOSED WITH \$21,874.11 OF EXCESS FINANCING BE RETURNED TO THE H.E.C.F.I. RESERVE FOR CAPITAL PROJECTS, AND \$32,934.54 RETURNED TO THE RON JOYCE CENTRE FOR THE PERFORMING ARTS RESERVE.

Capital Centre Number	Project Description	Authorized Gross Amount	Expended/ Committed to Date	Balance Available
CF 3729251007	Studio Theatre Equipment and Renovation	\$ 32,000	\$ 29,784.48	\$ 2,215.52
CF 3729541018	Hamilton Place Replace Casual Furniture	\$ 60,000	\$ 57,936.46	\$ 2,063.54
CF 3729651028	Hamilton Place Replace-Renovate Facilities	\$ 130,000	\$129,905.73	\$ 94.27
CF 3729651029	Copps Replace Renovate Facilities	\$ 130,000	\$130,000.00	Nil
CF 3729651030	HECFI Facility Management System	\$ 70,000	\$ 69,646.14	\$ 353.86
CF 3729441031	Hamilton Place Replace Casual Furniture	\$ 60,000	\$ 59,863.16	\$ 136.84
CF 3729951042	Copps Scoreboard Replacement	\$1,000,000	\$983,288.88	\$ 16,711.12
CF 3729741043	HECFI Replace Renovate Facility Equipment	\$ 265,000	\$264,701.04	\$ 298.96
CF 3729941069	Hamilton Place Great Hall Seating	\$ 450,000	\$ 417,065.46	\$32,934.54

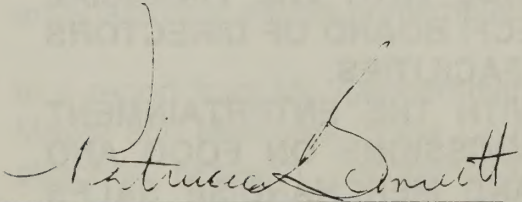
2. City Chargebacks

THAT H.E.C.F.I. REQUEST THE CITY OF HAMILTON TO PROVIDE A COMPREHENSIVE REPORT OUTLINING DETAILS OF CURRENT AND FUTURE PLANS WHICH MAY INITIATE NEW DOWNLOADING COSTS OR CHARGEBACKS FOR SERVICES, OR TO ADD/INCREASE EXISTING COSTS AND/OR SERVICE CHARGES TO H.E.C.F.I.

Respectfully submitted,



Mr. F. Deys, Vice Chair



Patricia Bennett, Secretary

C

-RECOMMENDATION-

DATE: 2001 October 22

REPORT TO: HECFI BOARD OF DIRECTORS

FROM: Mr. G. Macaluso
Managing Director/CEO

Mr. B. Calder, P.Eng.,
Director of Operations/Events Delivery

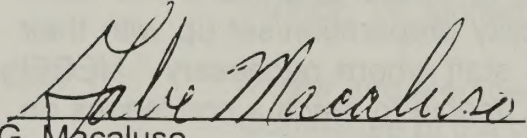
Mr. J. Elder,
Manager of Programming

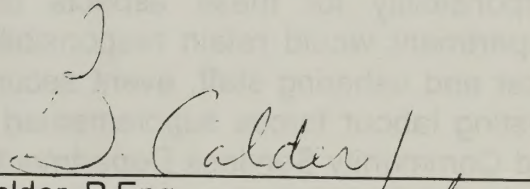
SUBJECT: IVOR WYNNE STADIUM

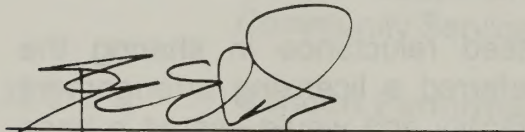
RECOMMENDATION:

- A) THAT HECFI BE RECOGNIZED AS THE EXCLUSIVE FACILITY PROGRAMMER FOR STAND ALONE ENTERTAINMENT EVENTS AT IVOR WYNNE STADIUM.
- B) THAT CRITERIA BE ESTABLISHED BY THE COUNCIL FOR THE CITY OF HAMILTON RESPECTING THE TYPE OF ENTERTAINMENT EVENTS PERMITTED TO BE HELD AT IVOR WYNNE STADIUM.
- C) THAT DECISIONS RESPECTING THE PROGRAMMING OF ENTERTAINMENT EVENTS INCLUDING THE NEGOTIATION OF THE FACILITY LICENCE AGREEMENT BE MADE BY HECFI PROGRAMMING STAFF IN ACCORDANCE WITH THE FINANCIAL GUIDELINES ESTABLISHED BY THE HECFI BOARD OF DIRECTORS PRESENTLY IN PLACE FOR THE HECFI FACILITIES.
- D) THAT ALL REVENUE ASSOCIATED WITH THE ENTERTAINMENT EVENT INCLUDING NEGOTIATED COMMISSIONS ON FOOD AND BEVERAGE/ALCOHOL CONCESSION AND MERCHANDISE SALES AND SHOW PROFIT AND/OR LOSS BE RETAINED BY HECFI.
- E) THAT ANY SURCHARGE APPLIED TO THE TICKET PRICE FOR CAPITAL IMPROVEMENTS BE RETAINED BY THE CITY OF HAMILTON.
- F) THAT ANY AND ALL COSTS RELATING TO BUILDING IMPROVEMENTS NECESSARY FOR COMPLIANCE WITH BUILDING AND FIRE SAFETY CODES BE THE RESPONSIBILITY OF THE CITY OF HAMILTON.

- G) THAT IN THE EVENT THAT THE CITY OF HAMILTON DECIDES TO PURSUE ALTERNATIVE MANAGEMENT OPTIONS FOR IVOR WYNNE STADIUM, HECFI BE AFFORDED THE OPPORTUNITY TO RESPOND TO A REQUEST FOR PROPOSALS.


G. Macaluso
Managing Director/CEO


B. Calder, P.Eng.
Director of Operations/Events Delivery


J. Elder,
Manager of Programming

FINANCIAL IMPLICATIONS:

There exists the potential for HECFI to realize a financial gain and/or incur a loss as a result of our involvement with the programming of entertainment events at Ivor Wynne Stadium.

BACKGROUND:

At the 2001 September 24 meeting of the HECFI Board of Directors, management was directed to provide information and recommendations respecting HECFI's involvement in the programming and marketing of entertainment events contemplated for Ivor Wynne Stadium.

In a report from Mr. Coopersmith, General Manager Community Services to the Mayor and Members of the Committee of the Whole dated 2001 March 13 and attached herewith, recommendations were made respecting a single night concert or other such entertainment event at Ivor Wynne Stadium. These recommendations established the criteria for booking an entertainment event at the Stadium. Community Services staff are presently preparing a subsequent report to respond to the recommendations contained in the Colliers International Report of March 2001. This staff report will address a number of issues arising from the Colliers International Report including the programming of stand alone entertainment events at the facility.

Staff met with representatives of the Community Services Department on 2001 October 19. It was generally agreed that HECFI should be involved in the programming, marketing and promotion of entertainment events at Ivor Wynne Stadium. In addition HECFI's expertise in box office operations, event staging and entertainer accommodation would make it appropriate for us to assume responsibility for these aspects of the event. The Community Services Department would retain responsibility for front of house operations i.e. ticket taker and ushering staff, event security and facility preparation/set up with their existing labour forces supplemented by HECFI staff where necessary. HECFI and Community Services Department staff were unable to reach a consensus on the facility licensing arrangement and the manner in which event revenues and/or losses would be proportioned between themselves.

The Community Services Department expressed reluctance in sharing the responsibility for possible show losses and preferred a licensing arrangement whereby they would act as the landlord of the facility and would charge a base rental fee for the use of the facility. Unfortunately, such rental arrangements are not favoured by event promoters since the facility does not share in any risk or potential show losses, but is guaranteed a base amount for rent. The facility also realizes revenue from food, beverage and merchandize sales thus affording the facility sources of revenue in which the promoter does not share.

Given the position expressed by the Community Services Department, HECFI staff is recommending that we retain all revenue derived from the entertainment event and also assume responsibility for any show losses. The City would retain all revenue from ticket surcharges applied to generate funds for capital improvements.

Also, in order for HECFI to effectively negotiate licensing arrangements, we must be recognized as the exclusive facility programmer for entertainment events and be instructed by the City of Hamilton as to the specific type of entertainment events permissible at Ivor Wynne Stadium. Recommendations respecting facility licensing agreements would be made by HECFI programming staff reporting to the HECFI Board of Directors in accordance with the financial guidelines which presently exist and apply to the programming of the HECFI facilities.

It is important to note that the number of entertainment events requiring the use of a stadium facility are limited. The majority of events which perform outdoors during the summer months prefer venues that are specifically constructed for this purpose i.e. amphitheatres. Staging events in a stadium facility is an extremely costly endeavour; ticket sales and event attendance must be maximized to ensure that these events are profitable. The potential for the facility to earn rental revenue in a co-promotional arrangement is small and the majority of revenue is derived from ancillary sources. The gross revenue realized can be seriously diminished should ticket sales not materialize and the possibility of incurring a loss on the event is a risk that must be managed.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: March 13, 2001
Author: W. Moffatt, x4668

REPORT TO: Mayor and Members
Committee of the Whole

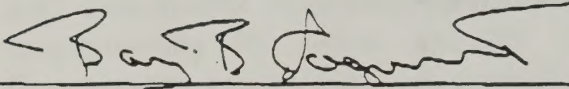
FROM: Barry B. Coopersmith, General Manager
Community Services

SUBJECT: Concert Performance – Ivor Wynne Stadium (CS01011)

RECOMMENDATION:

- (a) That approval in principle be granted to the Director of Culture and Recreation to negotiate on an as requested basis, for the utilization of Ivor Wynne Stadium as a venue for a single night concert or other such entertainment event (monster trucks) for a period of one week inclusive of set up and take down, providing there is no conflict with CFL scheduling as a one time pilot project to determine the suitability of Ivor Wynne Stadium as a concert/performance venue and to determine the financial/social viability of such events;
- (b) That the above approval be understood and agreed to set aside on a one time basis pending future review, the site specific prohibition of Ivor Wynne Stadium against large concerts, as approved by City Council in June 1996;
- (c) That this approval be granted subject to the event being of a nature fitting with the principles of the City of Hamilton and being within the pop culture of acceptability, as determined by the General Manager of Community Services;
- (d) That this approval further be subject to a ban on alcohol for the initial performance;
- (e) That any potential event begin no earlier than 11:00 a.m. and complete no later than 11:00 p.m.;
- (f) That the General Manager, Community Services be directed to report back to Committee on the impact of the event;
- (g) That this approval be granted on the understanding that the event be at no expense to the City;

- (h) That it be understood and agreed that this approval in advance recognizes the time constraints under which requests are made and allows staff to respond quickly to such fluid events and scheduling.



Barry B. Coopersmith, General Manager
Community Services

CORPORATE IMPLICATIONS:

Financial

Under the terms of a potential contract, all costs will be covered by the promoter. The City can request a deposit of \$25,000 against costs and will hold revenue received from ticket sales making payment to City occur first. In effect, this is a stadium rental and does require upfront financial input from the City.

It is expected that the City will net revenues of approximately \$80,000 from facility rental and capital improvement ticket surcharge on a one time basis from an event such as a concert. All costs inclusive of set up/take down, promotion, entertainers fee, ticket sales, security, facility preparation, clean up and catering will be the responsibility of the promoter. (City costs for police is estimated at \$6,000 and security \$3,500 for a total cost of \$9,500).

The City would seek to enter into a contract with the ticket office at Ivor Wynne for sales.

Finally, an agreement would be negotiated with the onsite concession (Aramark) to provide food services for this event based upon a percentage of gross revenue.

All concession revenue will be retained by the City solely. Merchandise revenue along with rental revenue will be split equally between Ivor Wynne Stadium and H.E.C.F.I. for events facilitated and negotiated using H.E.C.F.I. expertise.

The stadium's average budgeted revenue is approximately \$35,000 annually, against expenditures of \$770,000. A one time event could double the revenue for the stadium.

Selective additional special events would further reduce that deficit.

Staffing

City staff will oversee normal operations in conjunction with security personnel and Hamilton Police Officers.

It is further expected that H.E.C.F.I. may be requested to assist with specialized issues surrounding group security, catering, and general administration of ticket sales.

Legal

Additional agreements as required may be entered into with on site service providers such as food services/concessions and box office.

It is required that the promoter would be required to enter into a contract in a form satisfactory to Corporate Counsel and at a rental rate and under conditions acceptable to the General Manager of Community Services, where appropriate. H.E.C.F.I. staff will provide expertise in reviewing and assisting on the terms and conditions as well as overall organization of the event.

Staff will make minor life safety improvements as may be required to ensure effective operations. This will include increasing the exiting gates, having fire trucks and staff on hand, allowing fire final day inspection and having direct access to 911 via police personnel.

ANALYSIS:

N/A

SUSTAINABLE DEVELOPMENT:

(Vision 2020, adopted by Regional Council as its vision for the future of Hamilton-Wentworth and endorsed by the Transition Board as the basis of a vision for the "New" City of Hamilton, embodies the concept of a sustainable community which is an equal balance of the economy, the environment, and social/health factors in all municipal decision-making.)

This recommendation conforms with Vision 2020. It is expected that this recommendation, if approved, will contribute positively to a diverse economy, increase our community identity and encourage people to participate in our appreciation of arts and entertainment.

BACKGROUND:

Over the past two years promoters have requested the use of Ivor Wynne Stadium with little notice. Typically they require an immediate confirmation. Through this report staff are requesting permission in advance to make the necessary decisions in order to move forward. This approval would require all conditions to be met but would proceed on direction of the Director of Culture and Recreation. Previous requests have failed due to inability to schedule.

Following the 1970s and most significantly the social impact of the Pink Floyd Concert, there remains a significant negativism towards utilizing Ivor Wynne Stadium as a concert venue. Consequently, a prohibition was instituted against major concerts at the stadium.

H.E.C.F.I. staff are routinely approached by organizers desiring an outdoor venue during summer and the additional program mix of Ivor Wynne is fiscally appealing.

(Committee should be aware that Ivor Wynne Stadium is only one of a number of outdoor venues which would be considered for Canadian tours.) Approval of this recommendation does not ensure we will be a successful location.

On 1999 May 3, City Council approved the utilization of Ivor Wynne Stadium as a one-time venue for a fundraising concert. Effectively, this set aside the site specific prohibition of concerts at this location on a trial basis. This event was unable to proceed due to scheduling.

Given the financial operating deficit, the increased utilization of the stadium is desirable to improve overall performance. The stadium has the required infrastructure to successfully host such events with minimum changes required to ensure traffic patterns. It is estimated that a crowd of 35,000 may attend. Committee should be aware that in the future if Ivor Wynne Stadium is to be utilized as a multi purpose venue Capital improvements may be required.

Staff also recognizes the limitations regarding proximity of residential housing, noise, lack of parking, traffic, on street parking and increased neighbourhood disruption by increasing the number of events held on site. (This event would be in addition to the minimum 10 CFL games currently hosted).

Consequently, staff anticipates some public protest. At the time of the 1999 approval, a survey was undertaken of the surrounding neighbourhood to determine public sentiment. The results of this survey indicated a 80% support for increased use of the stadium, inclusive of the proposed concert in 1999.

As a result, it is believed that the social culture has changed since the Pink Floyd Concert. Further, provided the event is well organized and the group/event chosen is mainstream, it is felt that the chance of success with minimal disruption (that is no greater impact than a football game) is achievable. In keeping with this theme, no alcohol is recommended for the initial trial and the event limited to the times of 11:00 a.m. to 11:00 p.m. to allow for weekend day time possibilities.

Subsequently, staff are recommending approval in principle of this initiative in order to provide timely response if needed.

This is consistent with the recommendation from the Culture & Recreation Task Force Report which identifies "the exploration of a partnership for increased event presentation.

- c: Phil Bruckler, Director, Culture & Recreation Division
Robert Desnoyers, Director, Corporate Buildings & Real Estate Division
William Moffatt, Manager, Operations & Maintenance (Comm. Svcs. Buildings)
Shelley Merlo-Orzel, Special Events Co-ordinator, Culture & Recreation Division
Glen Peace, Fire Chief
Peter Lampman, Director of Building & Licencing
John Elder, H.E.C.F.I.

RECOMMENDATION

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: 2001 October 26

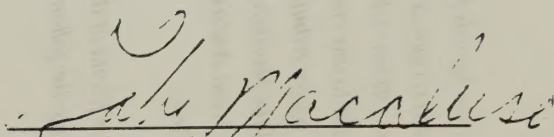
SUBJECT: COMMUNITY DINNER : Hamilton Gallery of Distinction
2001 Awards : Wednesday, November 14, 2001
Hamilton Convention Centre

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$650. TO THE HAMILTON GALLERY OF DISTINCTION TO BE HELD NOVEMBER 14, 2001 AT THE HAMILTON CONVENTION CENTRE.

BACKGROUND:

- The Hamilton Gallery of Distinction traditionally holds its annual Awards Dinner at the Hamilton Convention Centre.
- The Gallery of Distinction is located in the second floor foyer of the Convention Centre.
- Funds are available in the Board's allocation for meetings and receptions.


Gabe Macaluso
Managing Director/CEO

Hamilton Gallery of Distinction

2001 Awards Dinner

Wednesday, November 14, 2001

Hamilton Convention Centre

6:00 p.m. Cocktail Reception

7:00 p.m. Dinner

Dress Optional - Formal or Business Attire

The Hamilton Gallery of Distinction Awards Dinner is an important community event which recognizes and honours prominent present and past citizens who have, by their accomplishments, brought credit to our community. The Gallery holds an annual dinner where tribute is paid to inductees including presentation of the prestigious **Hamilton Gallery of Distinction Award** which is shown on the cover of this invitation.

Please join us with your spouse or friend at the sixteenth annual awards dinner where the following inductees will be honoured:



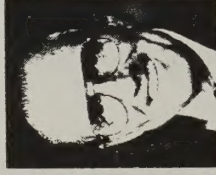
Dr. May Cohen
Medical practitioner, researcher, academic leader and advocate of women's health issues. Recipient of several medical awards.



Frank DeNardis
CHCH TV Vice-president and General Manager. Currently operates a Consulting Group and is an avid volunteer in the community. Named Hamilton's Italian-Canadian Citizen of the Year.



Paul Hanover
"Mayor of the Morning" and Morning Host of CHML Radio, CTV game show host. Continues to be an avid community volunteer.



Reg Wheeler
Alderman for the City of Hamilton, football player, Dofasco employee. Currently advisor to several organizations and advocate of Hamilton Beach Strip issues.



Alf Ready
Union leader, First President of Local 504, organized first union at Westinghouse and recognized for improving employee vacation benefits.



Dr. Gordon Price
An innovative leader who made his mark on our city's educational history. Teacher, principal, superintendent, and director of the Hamilton Public School Board. Community leader to education and sports associations.

Yes, we will attend the **Hamilton Gallery of Distinction** dinner on November 14th, 2001

Please send _____ tickets at \$70.00 each (including \$4.90 G.S.T.)

_____ table of 10 at \$650.00 each (including \$45.50 G.S.T.)

Ily cheque for \$ _____ is enclosed _____ Dietary restrictions: _____

To: **Hamilton Gallery of Distinction**
KPMG LLP
c/o Julie Daley
Box 976, Hamilton, Ontario L8N 3R1
Tel: (905) 523-2264

NAME _____

COMPANY _____

ADDRESS _____

POSTAL CODE _____

TELEPHONE _____

TO THE H.E.C.F. ~~and~~ Board of Directors
 & Staff
 the Timeliness of your great
 wishes & the beautiful planor
 arrangement that I. Received
 During my Recent stay in Hospital
 were a great moral Booster
 & were very much appreciated
 I am Happy to Report that
 The Surgery was Successful.

Sincerely - yours.

Alvin Stefan AL STOKAN
 Ticket Taker

It's easy to say "thank you"--
 What's difficult to do
 Is express the many special thoughts
 Behind these thanks to you!

October 22, 2001

H.E.C.F.I.

Attention: Mr. Gabe Macaluso

10 MacNab Street South

Hamilton, ON L8P 4Y3

By Fax: 905-521-0924

Re: Ronnie Hawkins & Friends
"Canadian Tribute to Heroes" – Copps Coliseum, Hamilton

Dear Gabe:

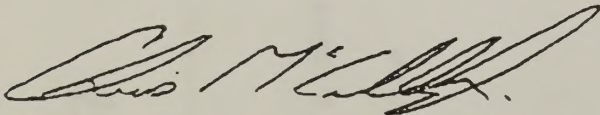
On behalf of the Artists, the crowd in attendance, and the charities involved, I would like to thank you for allowing us the opportunity to make this event happen.

All HECFI staff were extremely helpful and I would like to extend a special thanks to John Elder and Debra Vivian for their valued assistance.

On the days leading up to the show and at the event itself we cannot stress enough how much help and support Mr. Dave Kelly was to our entire group. His "what do you need, I will get it done" way of doing things is incredible.

We hope to hold similar events in the future and look forward to working with HECFI again. If you have any questions, please call me anytime at 905-383-2020, ext. 23 or 905-515-2955.

Sincerely,



Chris McCullough
Event Coordinator



McMaster
University

Office of the
President and
Vice-Chancellor

October 2001

Ms. Patricia Bennett
The Hamilton Performing Arts Fdn.
10 McNabb Street South
Hamilton, ON L8P 4Y3

Dear Ms. Bennett:

I am pleased to write to you on the occasion of our annual reporting on endowed funds for fiscal year 2000/2001. We value and are grateful for endowed funds as they provide ongoing support, sustaining critical areas to which you have designated your contributions.

Our reporting period represents a volatile time in the markets and this is reflected in our 1-year performance. In order to protect your contribution to McMaster, our funds are managed under principles set by the Finance Committee of our Board of Governors and are administered to provide a steady flow of funds to the designated area while taking into account the highs and lows in market performance. In years of good performance (such as last year with a return of 14%), funds maintain the balance of investment income to compensate for years in which there is a poor return. This enables us to maintain a constant disbursement from the fund you established, for the purpose you intended.

I am pleased to report that McMaster has been ranked first in a survey measuring public accountability of 41 Canadian universities. The annual survey, conducted by researchers at the School of Business and Economics at Wilfrid Laurier University, ranks universities taking into consideration the depth, clarity and quality of information provided in 26 categories. In keeping with our ranking, I am pleased to enclose *The McMaster Accountability Statement to Donors*, outlining our response to your philanthropic gift and your entitlements as a donor.

Again, thank you for your investment in McMaster and our students. If you have any questions about the enclosed information, you may contact Judith Drost Storey, Development Officer at (905) 525-9140, ext. 27604.

With warmest regards.

Sincerely,

Peter George

PG:jds
Encls.

ENDOWMENT FUND STATEMENT

May 1, 2000 to April 30, 2001

The Hamilton Performing Arts Fdn.
10 McNabb Street South
Hamilton, ON L8P 4Y3

Trust Fund Account Number

776055

McMaster Contact
Judith Drost Storey
University Advancement
McMaster University
T-27, first floor
1280 Main Street West
Hamilton, ON L8S 4L8

E-mail: drostj@mcmaster.ca
Phone: (905) 525-9140 ext. 27604

Name of Trust Fund Account:

***THE HAMILTON PERFORMING ARTS
BURSARY***

Established in 1997 by the Hamilton Performing Arts Foundation Inc. under the McMaster Student Opportunity Fund initiative. To be granted to a full-time student who has completed at least 30 units of a programme in Art, Drama and Music, who has shown service to the community-at-large and who demonstrates financial need. Preference to be given to students who are currently on the Deans' Honour List.

Fund Performance

Opening balance as of May 1	\$12,674.51
Donations received during period	\$0.00
Total investment return	(\$481.22)
Expenditure to specified area of interest	(\$1,100.00)
Closing balance as of April 30	\$11,093.29

University's Total Endowment Fund Performance:

Total Rate of Return: 1 year	-3.57%
5 year	8.87%

***** See reverse for details on expenditures during this reporting period

Bursaries Granted this reporting period:

Name	Faculty	Programme	Level	Amount
Pamela Telfer	Humanities	Honours Music	3	\$1,100.00
				\$1,100.00

McMaster University's Endowment Funds

McMaster University is thankful to its many generous supporters who have established endowed funds at the University.

Through prudent management, it has been the objective of our Endowment Funds to provide a steady flow of income for the University to maintain and enhance our academic, research and scholarly activities. Our funds are managed by external money managers under policies established by the Board of Governors. The average rate of return for our endowment funds over the last five years has been 8.87%. The integrity of the capital of each endowed fund is maintained by spending only a portion of the investment income. Currently, the University's policy is to disburse 5.0% of the average market value of the funds and capitalize the remaining investment income to ensure continued growth and to protect the purchasing power of the original capital.

The guiding principles and objectives of the University's investment policies are:

- preservation and growth of capital through judicious investment management and a responsible income distribution policy;
- commitment to our donors that their directions on the use of the expendable investment income from their funds will be honoured;
- communication to our donors on the performance and impact of their endowed funds.

Thank You for Your Support

The McMaster University

Accountability Statement to Our Donors

At McMaster, philanthropy is a tradition of giving and sharing that is integral to the maintenance and enhancement of the quality of education both today and in the future.

To ensure that McMaster University, as a vehicle for donors' philanthropy, merits the respect, trust and confidence of the University's alumni and friends, we declare that all donors and prospective donors have the following rights:

1. To be fully informed, upon request, of McMaster's mission and vision, and the way in which the gift will become an integral part of fulfilling both the mission and vision while also meeting the intent of the donor.
2. To be fully advised, upon request, of the membership of the various boards and committees which govern McMaster and to expect the Board of Governors to exercise prudent judgment in its stewardship responsibilities.
3. To be provided with, upon request, a copy of McMaster's most recent annual report, financial statements and investment policies as approved by the Board of Governors.
4. To be assured that their donations and all forms of charitable gifts are used effectively for the purposes as specified by the donor, or, where such purposes are no longer practicable or appropriate, that the University promises to use the gift in a manner consonant with the intention of the donor and the spirit in which the gift was given.
5. To be given appropriate acknowledgement and recognition for their generosity.
6. To expect that their request for anonymity is strictly observed.
7. To expect that all information about their donation or intended donation is handled with professionalism, respect and confidentiality and in a manner equal to and ideally, above that required by law.
8. To be provided with prompt, truthful and forthright answers about any aspect of their gift.
9. To be informed whether those seeking donations are volunteers or employees of McMaster University.
10. To have the opportunity for their names to be removed from mailing lists that the University may intend to share.

3

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, September 24, 2001

12:00 Noon

**Hamilton Place
Meeting Room 1**

MINUTES

PRESENT:

Mr. A. Skrypniak, Chair
Mayor R. Wade
Councillor R. Powers, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Councillor A. Horwath
Councillor C. Collins
Ms. B. Campbell
Mr. R. Baboth
Mr. S. Monzavi
Mr. W. Ingleby
Mr. F. Deys
Mr. T. Anderson

ALSO PRESENT:

Mr. G. Macaluso
Mr. R. DiFilippo
Mr. B. Calder
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian

REGRETS:

Councillor B. Kelly
Mr. P. DeCaria

1. Opening Remarks

The Chair welcomed everyone and called the meeting to order at 12:07 p.m. Opening remarks included: tickets for the U2 concert sold out in thirty-two minutes; the NHL Exhibition game featuring the Toronto Maple Leafs and Buffalo Sabres is sold out; the Leaf's training camp will be held in Hamilton in 2002. The Chairman's Dinner will be held Friday, October 26th in conjunction with a performance of Stomp. The CEO reported that while he was unsuccessful in attaining an NBA exhibition game this year, league officials have promised to consider using Copps Coliseum in 2002. The Chair expressed his appreciation to the CEO and the Manager of Hospitality Sales for their negotiating and hospitality skills, respectfully.

Condolences were extended to Debra Vivian whose father recently passed away.

2. Correspondence

MOVED by Mr. Anderson, seconded by Ms. Campbell that

CORRESPONDENCE FROM THE TRINIDAD & TOBAGO ASSOCIATION OF HAMILTON WENTWORTH AND HECFI STAFF MEMBER, IRENE GAUDET, BE RECEIVED.

MOTION CARRIED.

3. Minutes of Regular Meeting Held August 29, 2001

MOVED by Mr. Deys, seconded by Mr. Baboth that

THE MINUTES OF THE REGULAR MEETING HELD AUGUST 29, 2001 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

4.1 HCC : Carpet Replacement

Councillor Powers advised that City Council has approved the carpet replacement capital project. Management reported that it is staff's intention to explore all floor-covering possibilities, including combinations. A report will be presented to the Operations Committee which provides an overview of floor coverings generally used in other like facilities. Board Members were invited to view sample carpeting currently located at the front doors of the Convention Centre.

5. Reports

5.1 Financial Summary for the Eight Month Period Ended August 31, 2001

The Manager of Business Services presented the financial report advising that HECFI's municipal contribution was over-expended by \$138,634 for the eight month period ended August 31, 2001. The unfavourable results for the month of August in the amount of \$50,710 arose mainly due to lower than anticipated revenue being generated at Copps Coliseum and the Hamilton Convention Centre. A spending freeze was implemented in June. Mr. DiFilippo advised that concerts recently booked are not over and above those budgeted for.

MOVED by Mr. Monzavi, seconded by Mrs. Dow that

THE FINANCIAL SUMMARY FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 2001 BE RECEIVED.

MOTION CARRIED.

6. Private and Confidential

Nil

7. New Business

Nil

8. Other Business

8.1 Security Measures

Following discussion with the Police Department, recommended procedures at the NHL Exhibition game will preclude patrons from bringing in duffel or tote bags into the arena proper. All such bags will be held in a checking area. As well, random searches will be carried out.

8.2 Ivor Wynn Stadium

Representatives of Community Services stated that public perception would be negative and therefore not in HECFI's best interest to increase its municipal contribution by assuming operation of concert activities at Ivor Wynn. It was therefore directed that HECFI's expertise will be utilized insofar as marketing and programming Ivor Wynn Stadium is concerned; HECFI will promote acts in a tenant capacity, Community Services in a landlord capacity sharing equally in any profits but not in any losses. All operational aspects will be assumed by Community Services. Capital improvement costs to the stadium may be shared by HECFI and Community Services.

It was reiterated that Council has approved Ivor Wynn's use for concert activity (Council's resolution included approved concert types). Consensus was that as Council's objective is to ensure profitability and to reduce dependency on the City, if there is an approach that is more profitable and manageable for HECFI, it should be pursued.

Management was requested to present a detailed report outlining the foregoing, including a best-case scenario from HECFI's perspective.

8.3 Capital Budget Follow-Up

Following the City's removal of capital projects from HECFI's Ten Year Capital Budget Programme, the Board requested staff to meet with City officials for further discussion. Staff has since met with Mr. Rosini and a further meeting will take place to discuss funding strategies.

8.4 Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review

Three committees were struck to review the Colliers report(s). Responses are being compiled and forwarded.

8.5 Bulldogs : Seasons Tickets

Twenty-five hundred seasons tickets have been sold for the 2001 – 2002 season. The Board requested that management present a report outlining the status of display advertising (which is now being managed by the Bulldogs organization).

8.6 Board Workshop

The CEO recommended that a Workshop take place prior to implementation of the 2002 Marketing Plan. Staff has prepared a number of recommendations that will be presented at that time. It was agreed that Councillor Powers will liaise with the CEO and staff in the development and planning of the workshop.

8.7 Concert Industry Consortium

Mr. Anderson stated that he has attended this convention in the past, which is attended by other Chairmen of various entertainment boards throughout the industry. Mr. Anderson recommended a HECFI presence at the meeting stating that it is an opportunity to meet and develop relationships with other like organizations. It was

MOVED by Mr. Anderson, seconded by Mr. Monzavi that

THE CHAIR OR HIS DESIGNATE ATTEND THE 2002 CONCERT INDUSTRY CONSORTIUM TO BE HELD IN LOS ANGELES IN FEBRUARY.

MOTION CARRIED.

8.8 Chairman's Dinner

The annual Chairman's Dinner will take place Friday, October 26th at the Convention Centre, in conjunction with a performance of Stomp being held at Hamilton Place.

8.9 U2 Concert

Discussion took place about the 32 minute sell-out of the U2 concert and of the possibility of scheduling a second show. The Programming Manager advised that the group's itinerary has been established and there is no room to schedule a second show in Hamilton. The CEO advised that promoters of the event were initially hesitant to book the event in Hamilton; the fact that it sold out as quickly as it did, bodes well for Hamilton's future booking opportunities.

9. Date of Next Meeting

Wednesday, October 31, 2001

10. Adjournment

The meeting adjourned at 12:50 p.m.

TAKEN AS READ AND APPROVED

Mr. Andy Skrypniak

Patricia Bennett, Secretary



Financial Summary
For The Nine Month Period Ended September 30, 2001

**Actual Results For
The Nine Month
Period Ended
September 30, 2000**

		(1) <u>Budget</u>	(2) <u>Actual</u>	(3) <u>Favourable</u> <u><Unfavourable></u> <u>Budget Variance</u>
\$5,687,890	Revenue	\$5,439,436	\$5,210,419	\$(229,017)
<u>7,586,379</u>	Expenses	<u>7,062,260</u>	<u>7,044,469</u>	<u>17,791</u>
	Excess of Expenses			
<u>\$1,898,489</u>	Over Revenue From Operations	<u>\$1,622,824</u>	<u>\$1,834,050</u>	<u>\$ (211,226)</u>

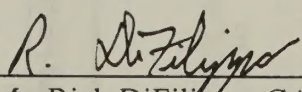
Comments:

HECFI's municipal contribution was over-expended by \$211,226 (see row 3, column 3 above) for the nine month period ended September 30, 2001. This represents an increase of \$72,592 from the over-expended amount that was reported to you last month.

The unfavourable results for the month arose primarily as a result of lower than anticipated revenues being generated at all three HECFI facilities.

The unfavourable results for the nine month period ended September 30, 2001 arose primarily due to lower than anticipated revenue being generated at Copps Coliseum and from a shortfall in display signage revenues. A spending freeze was implemented in June in the hopes that this would help to eliminate the budgetary deficit. While we are still hopeful that the budgetary deficit may be eliminated, we are feeling the effects of the September 11 terrorist attacks and some events that we had been counting on will not occur.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.



Mr. Rick DiFilippo, CA
Manager of Business Services

22 October 2001

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES**

	Budgeted		Actual			Actual		
	Operating Results For The Nine Month Period Ended September 2001	Operating Results For The Nine Month Period Ended September 2001	Operating Results For The Nine Month Period Ended September 2001	Operating Results For The Nine Month Period Ended September 2001		Operating Results For The Nine Month Period Ended September 2001	Operating Results For The Nine Month Period Ended September 2001	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
REVENUE								
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,312,850	\$960,032	\$867,638	(\$92,394)	-9.6%	\$1,005,868		
OTHER RENTALS	529,320	392,747	287,702	(105,045)	-26.7%	285,094		
FOOD, BEVERAGE AND CONCESSIONS	2,815,790	1,851,181	1,928,827	77,646	4.2%	2,122,780		
RECOVERIES	2,493,370	1,769,373	1,690,943	(78,430)	-4.4%	1,819,855		
BOX OFFICE	370,330	265,280	276,167	10,887	4.1%	242,997		
OTHER	347,520	200,823	159,142	(41,681)	-20.8%	211,296		
TOTAL REVENUE	\$7,869,180	\$5,439,436	\$5,210,419	(\$229,017) *	-4.2%	\$5,687,890		
EXPENSES BY DEPARTMENT / SECTION								
OPERATIONS-ADMINISTRATION	\$269,510	\$201,695	\$209,007	(\$7,312)	-3.6%	\$198,950		
FOOD AND BEVERAGE	2,328,840	1,575,466	1,650,054	(74,588)	-4.7%	1,801,874		
EVENTS DELIVERY	2,314,810	1,645,725	1,631,629	14,096	0.9%	1,853,357		
BUILDING OPERATIONS	2,140,840	1,574,546	1,556,368	18,178	1.2%	1,719,127		
MARKETING AND PROMOTION	1,484,630	1,135,918	1,119,897	16,021	1.4%	1,065,811		
ADMINISTRATION-CEO/BOARD	506,170	380,041	371,025	9,016	2.4%	360,984		
PROFESSIONAL FEES	30,000	15,003	3,100	11,903	79.3%	1,088		
BUSINESS SERVICES	386,300	288,651	282,941	5,710	2.0%	280,342		
BOX OFFICE	323,180	245,215	220,448	24,767	10.1%	239,498		
INSURANCE	92,360	0	0	0	0.0%	65,348		
TOTAL EXPENSES	\$9,876,640	\$7,062,260	\$7,044,469	\$17,791	0.3%	\$7,586,379		
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,007,460	\$1,622,824	\$1,834,050	(\$211,226)	-13.0%	\$1,898,489		
CONTRIBUTION FROM THE CITY	\$2,007,460	\$1,622,824	\$1,622,824	\$0	0.0%	\$1,713,769		
UNDER (OVER) EXPENDED	\$0	\$0	(\$211,226)	(\$211,226)	0.0%	(\$184,720)		
MUNICIPAL CONTRIBUTION	\$0	\$0	(\$211,226)	(\$211,226)	0.0%	(\$184,720)		

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

*For an analysis of the Budget Variance for revenues, see the attached schedule.

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
FOR THE NINE MONTH PERIOD ENDED SEPTEMBER, 2001**

Favourable/
(Unfavourable)
Budget Variance
Amount

REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:

RENTAL, LICENCE FEES AND SHOW REVENUE	(\$92,394)
OTHER RENTALS	(105,045)
SODEXHO COMMISSIONS	46,832
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	24,803
OTHER	(41,681)
	<u>(\$167,485)</u>

REVENUES CLOSELY ASSOCIATED WITH EXPENSES:

FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	30,814
RECOVERIES	(78,430)
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	(13,916)
	<u>(\$61,532)</u>
TOTAL	<u>(\$229,017)</u>

5.2

STATUS REPORT ON HECFI REVENUE FOR THE NINE MONTH PERIOD ENDED SEPTEMBER, 2001

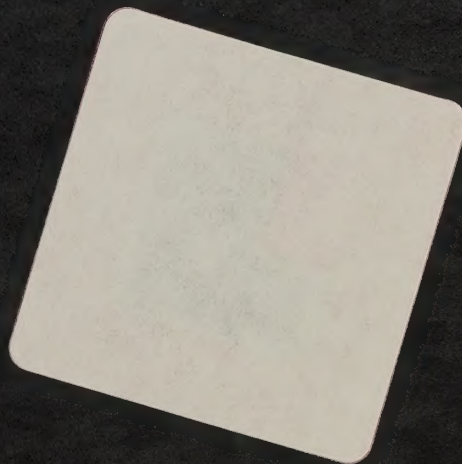
	Hamilton Convention Centre			Hamilton Place			Copp's Coliseum			Corporate *			TOTAL HECFI		
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month
2001 Actual	223,049	2,098,401	42,344	951,778	165,346	1,882,526	31,614	277,714	462,353	5,210,419					
2001 Budget	286,214	2,039,664	81,545	863,374	217,987	2,268,115	37,677	268,283	623,423	5,439,436					
Favorable/ (Unfavorable) Variance	(63,165)	58,737	(39,201)	88,404	(52,641)	(385,589)	(6,063)	9,431	(161,070)	(229,017)					

COMPARISON TO PRIOR YEAR'S ACTUALS

	Hamilton Convention Centre			Hamilton Place			Copp's Coliseum			Corporate *			TOTAL HECFI		
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month
2001 Actual	223,049	2,098,401	42,344	951,778	165,346	1,882,526	31,614	277,714	462,353	5,210,419					
2000 Actual	357,738	2,407,382	27,140	836,810	253,388	2,198,853	29,225	244,845	667,491	5,687,890					
Favorable/ (Unfavorable) Variance	(134,689)	(308,981)	15,204	114,968	(88,042)	(316,327)	2,389	32,869	(205,138)	(477,471)					

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.



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